

RG 104, 8NS-104-94-077
Box 4

8NS-104-94-077, Miscellaneous
Correspondence & Memos, 1897-1994

Personnel ; job descriptions , pay scales , misc. 1944 - 1993

NOV 4 - 1963

FEDERAL CLASSIFIED EMPLOYEES

GRADE	PER ANNUM RATES AND STEPS									
	1	2	3	4	5	6	7	8	9	10
GS-1...	\$3,507	\$3,626	\$3,745	\$3,864	\$3,983	\$4,102	\$4,221	\$4,340	\$4,459	\$4,578
GS-2...	3,814	3,943	4,072	4,201	4,330	4,459	4,588	4,717	4,846	4,975
GS-3...	4,149	4,289	4,429	4,569	4,709	4,849	4,989	5,129	5,269	5,409
GS-4...	4,641	4,797	4,953	5,109	5,265	5,421	5,577	5,733	5,889	6,045
GS-5...	5,181	5,352	5,523	5,694	5,865	6,036	6,207	6,378	6,549	6,720
GS-6...	5,702	5,894	6,086	6,278	6,470	6,662	6,854	7,046	7,238	7,430
GS-7...	6,269	6,476	6,683	6,890	7,097	7,304	7,511	7,718	7,925	8,132
GS-8...	6,869	7,097	7,325	7,553	7,781	8,009	8,237	8,465	8,693	8,921
GS-9...	7,479	7,733	7,987	8,241	8,495	8,749	9,003	9,257	9,511	9,765
GS-10...	8,184	8,464	8,744	9,024	9,304	9,584	9,864	10,144	10,424	10,704
GS-11...	8,961	9,267	9,573	9,879	10,185	10,491	10,797	11,103	11,409	11,715
GS-12...	10,619	10,987	11,355	11,723	12,091	12,459	12,827	13,195	13,563	13,931
GS-13...	12,510	12,945	13,380	13,815	14,250	14,685	15,120	15,555	15,990	16,425
GS-14...	14,680	15,188	15,696	16,204	16,712	17,220	17,728	18,236	18,744	19,252
GS-15...	17,055	17,645	18,235	18,825	19,415	20,005	20,595	21,185	21,775	22,365
GS-16...	19,619	20,297	20,975	21,653	22,331	23,009	23,687	24,365	25,043
GS-17...	22,217	22,994	23,771	24,548	25,325
GS-18...	25,382

POSTAL WORKERS

PFS	PER ANNUM RATES AND STEPS											
	1	2	3	4	5	6	7	8	9	10	11	12
1.....	\$4,036	\$4,221	\$4,356	\$4,491	\$4,626	\$4,761	\$4,896	\$5,031	\$5,166	\$5,301	\$5,436	\$5,571
2.....	4,424	4,569	4,714	4,859	5,004	5,149	5,294	5,439	5,584	5,729	5,874	6,019
3.....	4,780	4,941	5,102	5,263	5,424	5,585	5,746	5,907	6,068	6,229	6,390	6,551
4.....	5,181	5,352	5,523	5,694	5,865	6,036	6,207	6,378	6,549	6,720	6,891	7,062
5.....	5,536	5,722	5,908	6,094	6,280	6,466	6,652	6,838	7,024	7,210	7,396	7,582
6.....	5,941	6,138	6,335	6,532	6,729	6,926	7,123	7,320	7,517	7,714	7,911	8,108
7.....	6,361	6,573	6,785	6,997	7,209	7,421	7,633	7,845	8,057	8,269	8,481
8.....	6,888	7,116	7,344	7,572	7,800	8,028	8,256	8,484	8,712	8,940
9.....	7,449	7,697	7,945	8,193	8,441	8,689	8,937	9,185	9,433	9,681
10.....	8,110	8,385	8,660	8,935	9,210	9,485	9,760	10,035	10,310	10,585
11.....	8,961	9,267	9,573	9,879	10,185	10,491	10,797	11,103	11,409	11,715
12.....	9,914	10,251	10,588	10,925	11,262	11,599	11,936	12,273	12,610	12,947
13.....	10,956	11,334	11,712	12,090	12,468	12,846	13,224	13,602	13,980	14,358
14.....	12,077	12,497	12,917	13,337	13,757	14,177	14,597	15,017	15,437	15,857
15.....	13,349	13,810	14,271	14,732	15,193	15,654	16,115	16,576	17,037	17,498
16.....	14,751	15,264	15,777	16,290	16,803	17,316	17,829	18,342	18,855	19,368
17.....	16,320	16,890	17,460	18,030	18,600	19,170	19,740	20,310	20,880	21,450
18.....	18,078	18,710	19,342	19,974	20,606	21,238	21,870	22,502	23,134	23,766
19.....	20,042	20,741	21,440	22,139	22,838	23,537	24,236	24,935
20.....	22,217	22,994	23,771	24,548	25,325

The bill does not include any provision for a second-stage pay raise next year--this was also one of the conditions that the President exacted in return for securing his approval of the legislation.

The increases will become effective retroactive to the first pay period after October 1. For most federal classified employees this will be the pay period that started October 10, although, for some it will be for pay periods that started as early as October 3. For postal workers it will be the pay period that started October 9.

The bill also provides the following:

1. Severance pay of up to one year for employees who lose their jobs through no fault of their own.
2. Appeal rights to the Civil Service Commission for federal classified employees who are denied their regular acceptable level of competence in-grade pay raises.
3. An increase in annual uniform allowances from the present \$100 to \$125.
4. Special relocation expenses for displaced postal employees transferred to other locales.
5. Premium overtime pay for postal substitutes for work in excess of 40 hours a week at the rate of 150 percent of their basic pay.
6. Premium pay for Sunday work for postal workers at the rate of 125 percent of basic compensation where Sunday is one of the employees five regular work days, and 150 percent when Sunday is the sixth or seventh day of the week.

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CLASSIFIED EMPLOYEES

Grade	Per annum rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$3,495	\$3,610	\$3,725	\$3,840	\$3,955	\$4,070	\$4,185	\$4,300	\$4,415	\$4,530
GS-2	3,800	3,925	4,050	4,175	4,300	4,425	4,550	4,675	4,800	4,925
GS-3	4,120	4,260	4,400	4,540	4,680	4,820	4,960	5,100	5,240	5,380
GS-4	4,615	4,770	4,925	5,080	5,235	5,390	5,545	5,700	5,855	6,010
GS-5	5,150	5,320	5,490	5,660	5,830	6,000	6,170	6,340	6,510	6,680
GS-6	5,670	5,860	6,050	6,240	6,430	6,620	6,810	7,000	7,190	7,380
GS-7	6,220	6,430	6,640	6,850	7,060	7,270	7,480	7,690	7,900	8,110
GS-8	6,820	7,050	7,280	7,510	7,740	7,970	8,200	8,430	8,660	8,890
GS-9	7,445	7,695	7,945	8,195	8,445	8,695	8,945	9,195	9,445	9,695
GS-10	8,160	8,430	8,700	8,970	9,240	9,510	9,780	10,050	10,320	10,590
GS-11	8,920	9,220	9,520	9,820	10,120	10,420	10,720	11,020	11,320	11,620
GS-12	10,590	10,945	11,300	11,655	12,010	12,365	12,720	13,075	13,430	13,785
GS-13	12,490	12,905	13,320	13,735	14,150	14,565	14,980	15,395	15,810	16,225
GS-14	14,640	15,130	15,620	16,110	16,600	17,090	17,580	18,070	18,560	19,050
GS-15	17,020	17,585	18,150	18,715	19,280	19,845	20,410	20,975	21,540	22,105
GS-16	19,575	20,225	20,875	21,525	22,175	22,825	23,475	24,125	24,775
GS-17	22,185	22,925	23,665	24,405	25,145
GS-18	25,235

POSTAL EMPLOYEES

PFS	Per annum rates and steps											
	1	2	3	4	5	6	7	8	9	10	11	12
1.....	\$4,060	\$4,195	\$4,330	\$4,465	\$4,600	\$4,735	\$4,870	\$5,005	\$5,140	\$5,275	\$5,410	\$5,545
2.....	4,395	4,540	4,685	4,830	4,975	5,120	5,265	5,410	5,555	5,700	5,845	5,990
3.....	4,750	4,910	5,070	5,230	5,390	5,550	5,710	5,870	6,030	6,190	6,350	6,510
4.....	5,150	5,320	5,490	5,660	5,830	6,000	6,170	6,340	6,510	6,680	6,850	7,020
5.....	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170	7,355	7,540
6.....	5,910	6,105	6,300	6,495	6,690	6,885	7,080	7,275	7,470	7,665	7,860	8,055
7.....	6,330	6,540	6,750	6,960	7,170	7,380	7,590	7,800	8,010	8,220	8,430
8.....	6,840	7,070	7,300	7,530	7,760	7,990	8,220	8,450	8,680	8,910
9.....	7,410	7,655	7,900	8,145	8,390	8,635	8,880	9,125	9,370	9,615
10.....	8,075	8,345	8,615	8,885	9,155	9,425	9,695	9,965	10,235	10,505
11.....	8,920	9,220	9,520	9,820	10,120	10,420	10,720	11,020	11,320	11,620
12.....	9,870	10,200	10,530	10,860	11,190	11,520	11,850	12,180	12,510	12,840
13.....	10,925	11,290	11,655	12,020	12,385	12,750	13,115	13,480	13,845	14,210
14.....	12,060	12,460	12,860	13,260	13,660	14,060	14,460	14,860	15,260	15,660
15.....	13,310	13,755	14,200	14,645	15,090	15,535	15,980	16,425	16,870	17,315
16.....	14,725	15,215	15,705	16,195	16,685	17,175	17,665	18,155	18,645	19,135
17.....	16,290	16,835	17,380	17,925	18,470	19,015	19,560	20,105	20,650	21,195
18.....	18,060	18,660	19,260	19,860	20,460	21,060	21,660	22,260	22,860	23,460
19.....	20,015	20,680	21,345	22,010	22,675	23,340	24,005	24,670
20.....	22,185	22,925	23,665	24,405	25,145

U.S. SEEKS DISMISSAL OF BARGAINING RIGHTS SUIT--The government has filed a motion for summary dismissal of the National Federation of Federal Employees' suit challenging the constitutionality of presidential executive order 10988 which provides collective bargaining rights for postal and government employee unions.

The NFFE had filed suit in Federal Court in Washington asking that the executive order in its entirety be declared invalid and void. It contends that implementation of the order requires government agencies to act contrary to law and deprives government employees of their constitutional rights to representation by individuals and organizations of their own choosing.

All other government and postal employee unions strongly support the executive order, but NFFE, an unaffiliated group, contends it has been hurt by the order.

In seeking summary judgment to dismiss the suit, the government said the Constitution gives the President the authority to issue such executive orders as 10988. The government also said it has been established many times that the President is not limited to those powers listed in the Constitution or the statutes.

Government attorneys said executive order 10988 takes the form of an "internal directive by the President to agency heads for which congressional legislation is not necessary."

Disputing NFFE's contention that exclusive recognition denies representation rights to its members, the government argued that provisions of the executive order

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Proposed by Pres. Effec. 11/1/66

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CLASSIFIED EMPLOYEES

Grade	Per annum rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$3,495	\$3,610	\$3,725	\$3,840	\$3,955	\$4,070	\$4,185	\$4,300	\$4,415	\$4,530
GS-2	3,800	3,925	4,050	4,175	4,300	4,425	4,550	4,675	4,800	4,925
GS-3	4,120	4,260	4,400	4,540	4,680	4,820	4,960	5,100	5,240	5,380
GS-4	4,615	4,770	4,925	5,080	5,235	5,390	5,545	5,700	5,855	6,010
GS-5	5,150	5,320	5,490	5,660	5,830	6,000	6,170	6,340	6,510	6,680
GS-6	5,670	5,860	6,050	6,240	6,430	6,620	6,810	7,000	7,190	7,380
GS-7	6,220	6,430	6,640	6,850	7,060	7,270	7,480	7,690	7,900	8,110
GS-8	6,820	7,050	7,280	7,510	7,740	7,970	8,200	8,430	8,660	8,890
GS-9	7,445	7,695	7,945	8,195	8,445	8,695	8,945	9,195	9,445	9,695
GS-10	8,160	8,430	8,700	8,970	9,240	9,510	9,780	10,050	10,320	10,590
GS-11	8,920	9,220	9,520	9,820	10,120	10,420	10,720	11,020	11,320	11,620
GS-12	10,590	10,945	11,300	11,655	12,010	12,365	12,720	13,075	13,430	13,785
GS-13	12,490	12,905	13,320	13,735	14,150	14,565	14,980	15,395	15,810	16,225
GS-14	14,640	15,130	15,620	16,110	16,600	17,090	17,580	18,070	18,560	19,050
GS-15	17,020	17,585	18,150	18,715	19,280	19,845	20,410	20,975	21,540	22,105
GS-16	19,575	20,225	20,875	21,525	22,175	22,825	23,475	24,125	24,775
GS-17	22,185	22,925	23,665	24,405	25,145
GS-18	25,235

POSTAL EMPLOYEES

PFS	Per annum rates and steps											
	1	2	3	4	5	6	7	8	9	10	11	12
1.....	\$4,060	\$4,195	\$4,330	\$4,465	\$4,600	\$4,735	\$4,870	\$5,005	\$5,140	\$5,275	\$5,410	\$5,545
2.....	4,395	4,540	4,685	4,830	4,975	5,120	5,265	5,410	5,555	5,700	5,845	5,990
3.....	4,750	4,910	5,070	5,230	5,390	5,550	5,710	5,870	6,030	6,190	6,350	6,510
4.....	5,150	5,320	5,490	5,660	5,830	6,000	6,170	6,340	6,510	6,680	6,850	7,020
5.....	5,505	5,690	5,875	6,060	6,245	6,430	6,615	6,800	6,985	7,170	7,355	7,540
6.....	5,910	6,105	6,300	6,495	6,690	6,885	7,080	7,275	7,470	7,665	7,860	8,055
7.....	6,330	6,540	6,750	6,960	7,170	7,380	7,590	7,800	8,010	8,220	8,430
8.....	6,840	7,070	7,300	7,530	7,760	7,990	8,220	8,450	8,680	8,910
9.....	7,410	7,655	7,900	8,145	8,390	8,635	8,880	9,125	9,370	9,615
10.....	8,075	8,345	8,615	8,885	9,155	9,425	9,695	9,965	10,235	10,505
11.....	8,920	9,220	9,520	9,820	10,120	10,420	10,720	11,020	11,320	11,620
12.....	9,870	10,200	10,530	10,860	11,190	11,520	11,850	12,180	12,510	12,840
13.....	10,925	11,290	11,655	12,020	12,385	12,750	13,115	13,480	13,845	14,210
14.....	12,060	12,460	12,860	13,260	13,660	14,060	14,460	14,860	15,260	15,660
15.....	13,310	13,755	14,200	14,645	15,090	15,535	15,980	16,425	16,870	17,315
16.....	14,725	15,215	15,705	16,195	16,685	17,175	17,665	18,155	18,645	19,135
17.....	16,290	16,835	17,380	17,925	18,470	19,015	19,560	20,105	20,650	21,195
18.....	18,060	18,660	19,260	19,860	20,460	21,060	21,660	22,260	22,860	23,460
19.....	20,015	20,680	21,345	22,010	22,675	23,340	24,005	24,670
20.....	22,185	22,925	23,665	24,405	25,145

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In seeking summary judgment to dismiss the suit, the government said the Constitution gives the President the authority to issue such executive orders as 10988. The government also said it has been established many times that the President is not limited to those powers listed in the Constitution or the statutes.

Government attorneys said executive order 10988 takes the form of an "internal directive by the President to agency heads for which congressional legislation is not necessary."

Disputing NFFE's contention that exclusive recognition denies representation rights to its members, the government argued that provisions of the executive order

38. If you were to submit a suggestion under the suggestion program, do you believe that it would receive fair consideration?

A. ☐ Yes
B. ☐ No
C. ☐ I don't know

FOR EMPLOYEES WITH LESS THAN ONE YEAR'S SERVICE:

39. Do you know how your job fits into the overall work of your organization?

A. ☐ Yes
B. ☐ No

This questionnaire may not cover some areas of your agency's personnel operations on which you may wish to make additional comments. Please feel free to add in the space below any additional comments. You may also use this space to elaborate on any of the answers you gave to the questions. (When commenting on a answer, please refer to the question by number.)

COMMENTS

23. Do your supervisors higher up the line give prompt consideration to information, views, ideas, and problems furnished them by employees?

- A. ☐ Yes
B. ☐ No
C. ☐ I don't know

24. Do you feel free to talk to your supervisor about your personnel work problems?

- A. ☐ I feel completely free to talk to him at any time
B. ☐ I feel free to talk to him most of the time
C. ☐ I don't feel free to talk to him

25. Do you trust your supervisor to keep confidential the things you tell him in private?

- A. ☐ Yes
B. ☐ No

26. If you believe that you have been treated unfairly, which of the following would you do? (Check as many as apply)

- A. ☐ I would do nothing
B. ☐ Talk it over with my supervisor
C. ☐ Talk to someone in the personnel office
D. ☐ Write a letter to the head of the agency
E. ☐ Other (please specify)

27. If you had talked to your supervisor concerning a problem, and were dissatisfied with his answer, would you feel free to go to someone higher up the line?

- A. ☐ Yes
B. ☐ No

28. Does your activity have rules of conduct for employees to follow?

- A. ☐ Yes
B. ☐ No
C. ☐ I don't know

29. Do these rules of conduct cover your behavior both at work and away from work?

- A. ☐ My establishment doesn't have rules of conduct for employees to follow
B. ☐ Yes
C. ☐ No
D. ☐ I don't know

30. Do you have the right to join or refrain from joining any lawful employee union or group?

- A. ☐ Yes
B. ☐ No
C. ☐ I don't know

31. Have you ever been made to feel by any supervisor or official that you had to join such a group?

- A. ☐ Yes
B. ☐ No

32. Would any supervisor or official hold it against you if you did join a union or group?

- A. ☐ Yes
B. ☐ No
C. ☐ I don't know

33. Does your establishment provide certain employee services for the benefit of employees? (e.g., eating facilities, credit union, check cashing, parking, library, first aid, health services, recreation, etc.)

- A. ☐ Yes
B. ☐ No

34. In your opinion, do these services generally meet the reasonable needs of employees?

- A. ☐ Yes
B. ☐ No

35. Does your supervisor encourage or discourage your using the suggestion system for your ideas?

- A. ☐ He encourages me to use it
B. ☐ He discourages me from using it
C. ☐ He neither encourages nor discourages me

36. Have you ever asked your supervisor for help in submitting a suggestion under the suggestion program?

- A. ☐ I have never submitted a suggestion
B. ☐ Yes
C. ☐ No

37. How helpful was your supervisor?

- A. ☐ I have never asked my supervisor for help in submitting a suggestion
B. ☐ Very helpful
C. ☐ Somewhat helpful
D. ☐ Of little or no help

8. The grades (ratings) of most jobs in the Federal Service are determined by comparison of the duties with published classification standards or other guides. Did you know that you may see these standards or guides if you desire?
- A. ☐ Yes
B. ☐ No
9. If you disagreed with the grade of your job and wished to appeal, where would you go to find out what to do?
- A. ☐ I would not know where to go to find out
B. ☐ I would go to my supervisor
C. ☐ I would ask a fellow employee
D. ☐ I would go to the Personnel Office
E. ☐ Other: (Specify)
10. How much notice are you supposed to give if you plan to resign?
- A. ☐ At least a month
B. ☐ At least two weeks
C. ☐ At least a week
D. ☐ None
E. ☐ I don't know
11. Does your establishment have a written promotion plan?
- A. ☐ Yes
B. ☐ No
C. ☐ I don't know
12. Does the promotion plan cover jobs in your activity for which you might qualify for promotion?
- A. ☐ My establishment doesn't have a promotion plan
B. ☐ Yes
C. ☐ No
D. ☐ I don't know
13. Does the plan advise you how to make a complaint concerning promotions, if you should have one?
- A. ☐ My establishment doesn't have a promotion plan
B. ☐ Yes
C. ☐ No
D. ☐ I don't know
14. Do you feel that you receive fair consideration for promotion when a job for which you might qualify becomes available?
- A. ☐ Yes
B. ☐ No
C. ☐ I don't know
15. Do you know how well you are expected to do your work?
- A. ☐ Yes
B. ☐ No
16. Do you know how much work is expected of you on your present job?
- A. ☐ Yes
B. ☐ No
17. Within the past 18 months, has your supervisor discussed with you either formally or informally the strengths and weaknesses of your work performance?
- A. ☐ Yes
B. ☐ No
18. How much did the discussion help you to improve your work performance?
- A. ☐ My supervisor has not discussed the strengths and weaknesses of my performance with me.
B. ☐ It helped a great deal
C. ☐ It helped some
D. ☐ It did not help at all
19. Does your establishment have a training program for employees?
- A. ☐ Yes
B. ☐ No
C. ☐ I don't know
20. Have you received any training given or sponsored by your establishment during the past 18 months? (include both on and off the job training)
- A. ☐ Yes
B. ☐ No
21. Do you feel that you have the opportunity to prepare yourself for higher graded positions?
- A. ☐ Yes
B. ☐ No
22. Is there one or more channels through which employees can furnish information, views, and problems to someone higher up the line?
- A. ☐ Yes
B. ☐ No
C. ☐ I don't know

A. L. Philippus, 981 So. High - 733-8541

G. M. Woodrow, (8-1-58) 713 S. Race - 733-5127

Constance K. Gant (8-28-59) 4324 So. Barnock
781-6984

Sandra M. Lindgren 6-17-63 to 10-11-63
Per. 2-24-63 - 3150 Jay St. (15)
237-7509

Elvin J. Broadwater (3-21-60) 7920 Knox St.
Westminster - 429-3417

D. A. Aiton - (8-29-57) 2661 Roosevelt Ave
Thornton 29, 287-6026

R. E. Berner - (10-3-55) 1273 So. Marshall Ct.
922-0606

J. E. Collins - (8-16-53) 1682 S. Wash. 777-6288

C. D. Davis - (1-11-59) 2512 W. College Ave.
934-1847

D. C. Flest - (Rtd. 2-13-56) 855 Oneida - 322-8739

L. E. Funk - (1-27-58) Pn. M&R - 1789 W. Crestline
Drive - 794-0466

Adam Hill - 1981 E. 100th Ave., (29) 288-1949 ⁷⁵/60

UNITED STATES CIVIL SERVICE COMMISSION

PERSONNEL SURVEY SHEET

AUG 12 1955

The Civil Service Commission is making a personnel management survey of your agency to find out how the personnel program is operating.

A part of this survey is to determine how well employees are informed about the personnel program and how effective the program is from their point of view. To do this, we selected a list of names from the files. Your name happened to be among those selected.

You can help us by answering the questions in this personnel survey sheet to the best of your knowledge. Your answers to these questions will in no way be identified with you. Only the consolidated results of all survey sheets are discussed with the officials of your establishment. Do not sign your name or identify yourself in any way.

For each question, please mark the block which most nearly expresses your answer. Check only one space for each question, unless the directions indicate to do otherwise.

- 1: What is the classification of your position?
(Do not specify grade; merely check the appropriate block)
- A. ☐ GS (Graded; Class Act., etc.)
B. ☐ WB (Wage Board, ungraded, etc.)
C. ☐ Other
- 2: Have you ever been asked to express your opinion on any new or changed personnel policies before they were issued? (e.g., hours of duty, promotion program, grievance procedure, etc.)
- A. ☐ Never
B. ☐ Occasionally
C. ☐ Frequently
D. ☐ I don't remember
- 3: Do you believe that your views were given any consideration?
- A. ☐ I have never been asked for my opinion
B. ☐ Yes
C. ☐ No
- 4: Is there a copy of your position description (job) (rating) that you can refer to whenever you like?
- A. ☐ Yes, I have a copy
B. ☐ Yes, there is a copy available even though I do not have one
C. ☐ No, there is no copy available
- 5: Do you think your position description accurately describes the work you now perform?
- A. ☐ Yes
B. ☐ No
C. ☐ I'm not sure
- 6: In which of the following ways does your description fail to describe your job accurately?
- A. ☐ My job description does describe my job accurately
B. ☐ It describes some duties I do not perform
C. ☐ It describes my duties except for minor inaccuracies.
D. ☐ It does not describe some important part of my work
E. ☐ It does not describe any of the work I do
- 7: The most important single factor in determining the grades of positions in the Federal Service is:
- A. ☐ The volume of work
B. ☐ The level of the duties and responsibilities of the position
C. ☐ The age and experience of the employee
D. ☐ The length of service of the employee

Subchapter 5. Time-After-Competitive-Appointment Restriction

5-1. GENERAL PROVISIONS

a. **Policy.** Three months must elapse after an employee's latest nontemporary competitive appointment before he may be promoted, reassigned to a different line of work, or transferred or reinstated to a higher grade or different line of work in the competitive service.

b. **Purpose.** This waiting period protects the competitive appointment principle. It is applicable to all competitive appointments from registers of eligibles.

c. **Separate from time-in-grade restriction.** The time-after-competitive-appointment restriction is a separate requirement from the time-in-grade restriction for promotion (see chapter 300).

5-2. EXCEPTION

a. **Persons within reach on registers.** The time-after-competitive-appointment restriction is not applicable when the person is within reach for competitive appointment to the position to be filled.

Biweekly payroll period—Continued

And the wages are—		And the number of withholding exemptions claimed is—										
At least	But less than	0	1	2	3	4	5	6	7	8	9	10 or more
The amount of income tax to be withheld shall be—												
\$108	\$110	\$15.30	\$11.70	\$8.10	\$4.50	\$0.90	\$0	\$0	\$0	\$0	\$0	\$0
110	112	15.50	12.00	8.40	4.80	1.20	0	0	0	0	0	0
112	114	15.80	12.20	8.60	5.10	1.50	0	0	0	0	0	0
114	116	16.10	12.50	8.90	5.30	1.70	0	0	0	0	0	0
116	118	16.40	12.80	9.20	5.60	2.00	0	0	0	0	0	0
118	120	16.70	13.10	9.50	5.90	2.30	0	0	0	0	0	0
120	124	17.10	13.50	9.90	6.30	2.70	0	0	0	0	0	0
124	128	17.60	14.10	10.50	6.90	3.30	0	0	0	0	0	0
128	132	18.20	14.60	11.00	7.40	3.80	0	0	0	0	0	0
132	136	18.80	15.20	11.60	8.00	4.40	0	0	0	0	0	0
136	140	19.30	15.70	12.10	8.60	5.00	1.40	0	0	0	0	0
140	144	19.90	16.30	12.70	9.10	5.50	1.90	0	0	0	0	0
144	148	20.40	16.90	13.30	9.70	6.10	2.50	0	0	0	0	0
148	152	21.00	17.40	13.80	10.20	6.60	3.10	0	0	0	0	0
152	156	21.60	18.00	14.40	10.80	7.20	3.60	0	0	0	0	0
156	160	22.10	18.50	14.90	11.40	7.80	4.20	0	0	0	0	0
160	164	22.70	19.10	15.50	11.90	8.30	4.70	1.10	0	0	0	0
164	168	23.20	19.70	16.10	12.50	8.90	5.30	1.70	0	0	0	0
168	172	23.80	20.20	16.60	13.00	9.40	5.90	2.30	0	0	0	0
172	176	24.40	20.80	17.20	13.60	10.00	6.40	2.80	0	0	0	0
176	180	24.90	21.30	17.70	14.20	10.60	7.00	3.40	0	0	0	0
180	184	25.50	21.90	18.30	14.70	11.10	7.50	3.90	0	0	0	0
184	188	26.00	22.50	18.90	15.30	11.70	8.10	4.50	0	0	0	0
188	192	26.60	23.00	19.40	15.80	12.20	8.70	5.10	1.50	0	0	0
192	196	27.20	23.60	20.00	16.40	12.80	9.20	5.60	2.00	0	0	0
196	200	27.70	24.10	20.50	17.00	13.40	9.80	6.20	2.50	0	0	0
200	216	28.70	25.10	21.50	17.90	14.30	10.80	7.20	3.00	0	0	0
216	220	30.10	26.50	22.90	19.30	15.70	12.20	8.60	4.40	1.10	0	0
220	224	31.50	27.90	24.30	20.70	17.10	13.60	10.00	6.40	2.80	0	0
224	230	32.90	29.30	25.70	22.10	18.50	15.00	11.40	7.80	4.20	0	0
240	250	34.90	30.70	27.10	23.50	19.90	16.40	12.80	9.20	5.60	2.00	0
250	260	35.70	32.10	28.90	24.90	21.30	17.80	14.20	10.60	7.00	3.40	0
260	270	37.10	33.50	29.90	26.30	22.70	19.20	15.60	12.00	8.40	4.80	1.20
270	280	38.50	34.90	31.30	27.70	24.10	20.60	17.00	13.40	9.80	6.20	2.60
280	290	39.90	36.30	32.70	29.10	25.50	22.00	18.40	14.80	11.20	7.60	4.00
290	300	41.30	37.70	34.10	30.50	26.90	23.40	19.80	16.20	12.60	9.00	5.40
300	320	43.40	39.80	36.20	32.60	29.00	25.50	21.90	18.30	14.70	11.10	7.50
320	340	46.20	42.60	39.00	35.40	31.80	28.30	24.70	21.10	17.30	13.30	9.70
340	360	49.00	45.40	41.80	38.20	34.60	31.10	27.50	23.90	20.10	16.70	11.90
360	380	51.00	48.20	44.60	41.00	37.40	33.90	30.30	26.70	22.10	19.30	14.10
380	400	54.60	51.00	47.40	43.80	40.20	36.30	33.10	29.50	25.90	22.30	16.30
14 percent of the excess over \$400 plus—												
\$400 and over		56.00	52.40	48.80	45.20	41.60	38.10	34.50	30.90	27.30	23.70	20.10

APPLICATION FOR TRAINING

INSTRUCTIONS: Use this form when it is desired to send an employee to training courses or programs of all types. Recommendation must be approved by the Director of the Mint prior to enrollment. See other side for further instructions.

1. NAME OF EMPLOYEE: Charles B. Davis

2. OFFICE: Denver Mint

POSITION TITLE: Assistant Deposit Maltar

DIVISION: Cash & Deposits Division

GRADE: Ungr.

SECTION: Deposit Melting Section

3. DURATION OF TRAINING (dates, number of hours): 4. ESTIMATED COST (tuition, per diem, travel):
April 9 - 10, 1964 16 Hours \$30.005. NAME AND ADDRESS OF FACILITY BY, IN, OR THROUGH WHICH TRAINING WILL BE GIVEN:
Denver Region, U. S. Civil Service Commission

6. TITLE AND DESCRIPTION OF TRAINING:

Leadership and Supervisory Institute. The course is designed to contribute to supervisory growth by encouraging the self-development of the participant. The faculty will present material covering human relations, creativity, motivation, training, and communications.

7. IMMEDIATE SUPERVISOR'S RECOMMENDATION: I recommend the above employee for the training indicated for the following reason:

To improve supervisory skills.

SIGNATURE W. S. Johnson DATE MAR 6 - 1964TITLE Deposit Maltar

8. DIVISION ENDORSEMENT:

☒ APPROVED ☐ DISAPPROVEDSIGNATURE A. J. Philippus DATE MAR 6 - 1964TITLE Head, Cash & Deposits Division

9. ACCOUNTING:

☒ APPROVED ☐ DISAPPROVED

SIGNATURE _____ DATE _____

10. APPROVAL (FIELD OFFICE):

☒ APPROVED ☐ DISAPPROVED

SIGNATURE _____ DATE _____

11. OFFICE OF THE DIRECTOR:

☒ APPROVED ☐ DISAPPROVED

SIGNATURE _____ DATE _____

Director of the Mint

APPLICATION FOR TRAINING

INSTRUCTIONS: Use this form when it is desired to send an employee to training courses or programs of all types. Recommendation must be approved by the Director of the Mint prior to enrollment. See other side for further instructions.

1. NAME OF EMPLOYEE: Ralph C. Langhorn

2. OFFICE: Denver Mint

POSITION TITLE: Assistant Foreman,
Counting & Shipping Section

DIVISION: Cash & Deposits Division

GRADE: Ungr.

SECTION: Counting & Shipping Section

3. DURATION OF TRAINING (dates, number of hours): 4. ESTIMATED COST (tuition, per diem, travel):
April 9 - 10, 1964 16 Hours \$30.005. NAME AND ADDRESS OF FACILITY BY, IN, OR THROUGH WHICH TRAINING WILL BE GIVEN:
Denver Region, U. S. Civil Service Commission

6. TITLE AND DESCRIPTION OF TRAINING:

Leadership and Supervisory Institute. The course is designed to contribute to supervisory growth by encouraging the self-development of the participant. The faculty will present material covering human relations, creativity, motivation, training, and communications.

7. IMMEDIATE SUPERVISOR'S RECOMMENDATION: I recommend the above employee for the training indicated for the following reason:

To improve supervisory skills.

SIGNATURE

T.W. Schrock

DATE

TITLE

Foreman, Counting & Shipping Section

8. DIVISION ENDORSEMENT:



APPROVED



DISAPPROVED

SIGNATURE

A. J. Phillips

DATE

MAR 6 - 1964

TITLE

Head, Cash & Deposits Division

9. ACCOUNTING:



APPROVED



DISAPPROVED

SIGNATURE

DATE

10. APPROVAL (FIELD OFFICE):



APPROVED



DISAPPROVED

SIGNATURE

DATE

11. OFFICE OF THE DIRECTOR:



APPROVED



DISAPPROVED

SIGNATURE

DATE

Director of the Mint

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. William A. Manning
Personnel Officer

FROM : Mr. A. L. Philippus
Head, Cash & Deposits Division

SUBJECT: Vacancy of Machine Operator

DATE: April 22, 1964

I have been approached by the following employees since your notice of April 14 was posted requesting that they be considered for the vacancy of machine operator in this division.

4/9 - 4/15	Frank Lovely - Machine Operator - Coining
4/15	Charles Wilson - Die Setter - Coining
4/15	Frank Lazar - Machine Operator - Count & Review
4/15	LeRoy E. Neve - Machine Operator - Coining
4/16	Eugene M. Gonzalez - Machine Operator - Coining
4/16	Donald Eastlund - Machine Operator - Count & Review
4/16	James Maestas - Melter B. - M&R
4/16	Harold Moore - Press Room - Coining
4/17	Mike Lantz - Press Operator - Coining
4/17	Elvin O. Walker - Press Room - Machine Opr.
4/17	Harold Brewer - Melter B - M&R
4/17	James Andrade - Rolling Room
4/21	Frank Gonzales - Machine Operator - Rolling Rm.
	<i>Grand</i> Claude King - Guard
	Claude Sayre - Assistant Foreman
	Moreno - Melter

I should like to have Mr. Lovely transferred to this division for the following reasons. Mr. Lovely came to this division on November 29, 1947 as a weigher and worked until he resigned on August 8, 1952. While in this division, he worked as a weigher and also in the office doing considerable clerical work. Although this was some time ago, he does have a basic knowledge of the operations in our division. I found him to be very accurate and dependable. As you know, I have in mind making some changes at a future time whereby his clerical knowledge would be essential. I, therefore, would prefer someone like Mr. Lovely who developed a knowledge of our work as against someone who would be a total stranger in this division. I also understand that his work since his return to the Mint has been highly satisfactory.

Applicants for Machine Operator
Cash & Deposits Div

- Harold B. Moore — 8-12-64
Eugenio M. Angeles 8-13-64
- James Lazar 8-14-64
c Harold Brewer 8-14-64
c Clarence L. Hayes 8-17-64
~~John D. Moore~~ 8-17-64 — withdrawn 8/21/64
George J. Ramirez 8-17-64
c Ernest Lewis, Jr. 8-17-64 To storeroom
Louis G. Antonucci 8-18-64
Andronico Maldonado 8-6-64
E. A. F. Moreno — Dec. 1961 on old list

BASIC RATE AND WITHIN-GRADE STEPS

	1	2	3	4	5	6	7	8	9	10
Grade										
1....	\$3385	\$3500	\$3615	\$3730	\$3845	\$3960	\$4075	\$4190	\$4305	\$4420
	3305	3410	3515	3620	3725	3830	3935	4040	4145	4250
	80	90	100	110	120	130	140	150	160	170
2....	3680	3805	3930	4055	4180	4305	4430	4555	4680	4805
	3620	3725	3830	3935	4040	4145	4250	4355	4460	4565
	60	80	100	120	140	160	180	200	220	240
3....	4005	4140	4275	4410	4545	4680	4815	4950	5085	5220
	3880	3985	4090	4195	4300	4405	4525	4650	4775	4900
	125	155	185	215	245	275	290	300	310	320
4....	4480	4630	4780	4930	5080	5230	5380	5530	5680	5830
	4315	4355	4495	4635	4775	4915	5055	5195	5335	5475
	265	275	285	295	305	315	325	335	345	355
5....	5000	5165	5330	5495	5660	5825	5990	6155	6320	6485
	4690	4850	5010	5170	5330	5490	5650	5810	5970	6130
	310	315	320	325	330	335	340	345	350	355
6....	5505	5690	5875	6060	6245	6430	6615	6800	6985	7170
	5235	5410	5585	5760	5935	6110	6285	6460	6635	6810
	270	280	290	300	310	320	330	340	350	360
7....	6050	6250	6450	6650	6850	7050	7250	7450	7650	7850
	5795	5990	6185	6380	6575	6770	6965	7160	7355	7550
	235	260	285	270	275	280	285	290	295	300
8....	6630	6850	7070	7290	7510	7730	7950	8170	8390	8610
	6390	6600	6810	7020	7230	7440	7650	7860	8070	8280
	240	250	260	270	280	290	300	310	320	330
9....	7220	7465	7710	7955	8200	8445	8690	8935	9180	9425
	7030	7260	7490	7720	7950	8180	8410	8640	8870	9100
	190	205	220	235	250	265	280	295	310	325
10....	7900	8170	8440	8710	8980	9250	9520	9790	10,060	10,330
	7690	7945	8200	8455	8710	8965	9220	9475	9730	9985
	210	225	240	255	270	285	300	315	330	345
11....	8650	8945	9240	9535	9830	10,125	10,420	10,715	11,010	11,305
	8410	8690	8970	9250	9530	9810	10,090	10,370	10,650	
	240	255	270	285	300	315	330	345	360	
12....	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
	9980	10,310	10,640	10,970	11,300	11,630	11,960	12,290	12,620	
	270	295	320	345	370	395	420	445	470	
13....	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
	11,725	12,110	12,495	12,880	13,265	13,650	14,035	14,420	14,805	
	350	385	420	455	490	525	560	595	630	
14....	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
	13,615	14,065	14,515	14,965	15,415	15,865	16,315	16,765	17,215	
	555	595	635	675	715	755	795	835	875	
15....	16,460	17,020	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
	15,665	16,180	16,695	17,210	17,725	18,240	18,755	19,270		
	795	850	905	960	1015	1070	1125	1180		
16....	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	
	16,000	16,500	17,000	17,500	18,000					
	2935	3090	3245	3400	3555					
17....	21,445	22,195	22,945	23,695	24,445					
	18,000	18,500	19,000	19,500	20,000					
	3445	3695	3945	4195	4445					
18....	24,500									
	20,000									
	4500									

NEW PAY RATES—This table shows the new pay rates for classified employees—effective retroactive to the first pay period in July—under the pay bill which was slated to be signed into law by President Johnson this week. The top line for each grade shows the new annual pay rate, the second line the old rate, and the third line the amount of the raise.

Receiving Deposits from Weigh Room

Weigh or witness the weighing of all material you will take to the Melt Room. Check the weight, Lot #, type of material, and Assay Number. Have all Melters read Melting Cards. Have all Melters fill out Melt Cards explaining possible loss in melting on back of card. If you have a Deposit and expect trouble, check it out with the Head or Assistant Head of the Division. Be sure all small deposits are in boxes and the boxes locked. The best friends you have are the Head and Assistant Head of the Division. All problems pertaining to the Melt Room should be discussed with them freely and honestly. You should have the same relationship with your melters.

Miscellaneous Deposits

Assayers Bar - From the Assay Office; the Assayer will furnish the number. They will take the Grains with them. Weigh all the samples. Melt the silver chloride - sweat Borax only and grind slag, then weigh silver bar and combine with the samples; that gives your before melting weight. Melt in usual manner.

Cash & Deposits Miscellaneous Bar - This is from the Head of the Division. Remove all steel cents possible. Put steel cents in bag and give to foreman of shipping and uncurrent. Melt the Cu, Ni, Ag, etc. in usual manner. After pouring, sweat residue and give bar to Head of Division to be put in next C & D Misc. Slag from sweat, grind and wash for K Bar.

Coiners Miscellaneous Bar - Once a year, usually in June, from Annealing Room; very dirty. Melt in 80 crucible, spin dirt off. While 80 crucible is still melting, remove iron from dirt. Run sweat and put results in 80, pour with cups and take assay sample. Coiner will furnish numbers for bars.. Slag from sweat to sweep cellar.

Grains Bar - Once a month. Contains all grains paid for during the month. Also, on occasion, Gold coins purchased. To be prepared under supervision of the Head or Assistant Head of the Division. After melting, to be weighed back with Head or Assistant Head of the Division.

K Bars - Once a month. Acquired from grinding and washing of old crucibles, stirrers, etc. Also, any metal that has lost its identity. To be weighed at the time you make the Grains Bar, under the same conditions. When you make the K Bar, store with Grains. Later it will become a surplus Bullion Recovery.

Suggestions for Deposit Melter Cont.

Silver Nix - From uncurrent coin, very dirty. Skin dirt off and save until the last melt has been poured. Sweat the dirt and then run the bar over and take a dip sample. Mark envelopes with the next numbers and put grains on envelope. Get bar numbers from Head or Assistant Head of Division.

Surplus Bullion Recovery - There are a number of different sources of these; quarterly clean up, K Bars, magnetic material removed from deposits, clean up behind and on top of furnaces. The melting card must designate where each is from, then an SB number will be given to each.

Quarterly Clean Up - just what it says. The floor sweepings from the Deposit Melt Room and the Residue from the Weigh Room are combined to make the Recovery. The quarters are September, December, March and June.

Regular Deposits

Regular Deposits - Melting Card has two numbers; the red number which is the Assay Number and which is stamped on the Bar, and the black number which is the Deposit Number and which is not too important in the Melting process.

Silver Coin Deposit - Once a month, don't confuse with Miscellaneous Deposits. It is a Regular Deposit. When melting this, be sure the crucible you use has never had gold in it. If you are not sure, take a new crucible.

Be sure you are right. If you are not sure, ask. You can learn something from everyone.

When you pour a bar, if at all possible, keep it. You now have the metal. You may not have it next time.

W. S. Johnson

SUPPLEMENTAL GOVERNMENT SALARY TABLES
"OVERTIME" INCREASE OF COMPENSATION

1 9 4 2
General Regulations No. 54
Supplement No. 14

General Accounting Offices
Office of the Comptroller General
of the United States
Washington, December 29, 1942

1. In accordance with Senate Joint Resolution 170, approved December 22, 1942, extending until April 30, 1943, the period for which overtime rates of compensation may be paid under the acts of June 28, 1940 (54 Stat. 676), October 21, 1940 (54 Stat. 1205), and June 3, 1941 (55 Stat. 241), the attached salary tables including the "overtime" increase of compensation are published as additions to Government Salary Tables issued February 2, 1942, for the information and guidance of disbursing officers and others concerned.

2. The additional salary tables prescribed herein show:

(1) The gross hourly rate for regular salary for 8-hour day based on a 360-day year.

(2) The annual salary rate.

(3) The gross daily rate for "overtime" increase of compensation based on a 48-hour work week. This daily rate is based on 416 overtime hours for the year, equally dividing the yearly overtime earnings over 24 pay periods.

(4) The amount of "overtime" increase of compensation, regular salary, and total earned, both semimonthly and monthly.

(5) 5 percent retirement deduction on regular salary only.

(6) Victory tax deduction on the gross earnings (regular salary plus "overtime"), based on the tables in the Revenue Act of 1942.

(7) Net amount to be paid after deducting both the 5 percent for retirement and Victory tax.

(8) Net amount to be paid after deducting only the Victory tax, for use when employees are not subject to retirement deductions.

In view of the fact that the period for which the overtime rates of compensation may be paid under the acts, supra, expires on April 30, 1943, the printing of the tables herein prescribed and those prescribed November 23, 1942, by General Regulations No. 54, Supplement No. 13, will be postponed pending possible further action by the Congress with respect to adjustment of pay.

LINDSAY C. WARREN
Comptroller General
of the United States.

SUPPLEMENT TO GOVERNMENT SALARY TABLES

(Issued December 29, 1942)

"OVERTIME" INCREASE OF COMPENSATION RATES UNDER SENATE JOINT RESOLUTION 170

"VICTORY" TAX WITHHOLDING DEDUCTIONS, BASED ON THE TABLES IN THE REVENUE ACT OF 1942

NOTE: The daily rate for "overtime" earnings is based on 416 overtime hours (52 weeks x 8 hours per week) for the year, equally dividing the yearly overtime earnings over 24 pay periods.

void 1944

Gross Hourly Rate for Regular Salary for 8-hr day (360-day year)	Annual Salary Rate	Gross Daily Rate for Overtime Earnings on a 48-hr. work week	Overtime Reg. Salary, and Total Earned: Semi-monthly and Monthly	5% Ret. Deduction, on Regular Salary only	Tax deduction on regular salary & overtime combined	Net (After deducting ret and tax)	Net After deducting tax only
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			\$ 5.41 25.00 <u>30.41</u>	\$ 1.25			
\$.20833	\$ 600	\$ 0.36110	10.83 50.00 <u>60.83</u>	2.50	\$ 0.40	\$ 28.76	\$ 30.01
					.90	57.43	59.93
			5.95 27.50 <u>33.45</u>	1.38			
0.22916	660	0.39721	11.91 55.00 <u>66.91</u>	2.75	.40	31.67	33.05
					.90	63.26	66.01
			6.50 30.00 <u>36.50</u>	1.50			
0.25000	720	0.43333	13.00 60.00 <u>73.00</u>	3.00	.40	34.60	36.10
					.90	69.10	72.10
			7.04 32.50 <u>39.54</u>	1.63			
0.27083	780	0.46943	14.08 65.00 <u>79.08</u>	3.25	.40	37.51	39.14
					.90	74.93	78.18

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
			7.58 <u>35.00</u> 42.58	\$ 1.75	\$0.90	\$ 39.93	41.68
\$0.29166	\$ 840	\$0.50554	15.16 <u>70.00</u> 85.16	3.50	1.90	79.76	83.26
0.31250	900	0.54166	8.12 <u>37.50</u> 45.62	1.88	.90	42.84	44.72
			16.25 <u>75.00</u> 91.25	3.75	1.90	85.60	89.35
0.33333	960	0.57777	8.66 <u>40.00</u> 48.66	2.00	.90	45.76	47.76
			17.33 <u>80.00</u> 97.33	4.00	1.90	91.43	95.43
0.35416	1020	0.61387	9.20 <u>42.50</u> 51.70	2.13	1.40	48.17	50.30
			18.41 <u>85.00</u> 103.41	4.25	2.90	96.26	100.51
0.37500	1080	0.65000	9.75 <u>45.00</u> 54.75	2.25	1.40	51.10	53.35
			19.50 <u>90.00</u> 109.50	4.50	2.90	102.10	106.60
0.39583	1140	0.68609	10.29 <u>47.50</u> 57.79	2.38	1.40	54.01	56.39
			20.58 <u>95.00</u> 115.58	4.75	2.90	107.93	112.68
0.41666	1200	0.72221	10.83 <u>50.00</u> 60.83	2.50	1.90	56.43	58.93
			21.66 <u>100.00</u> 121.66	5.00	3.90	112.76	117.76

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$0.43750	\$1260	\$0.75833	$\begin{array}{r} 11.37 \\ 52.50 \\ \hline 63.87 \end{array}$	\$ 2.63	\$1.90	\$59.34	\$61.97
			$\begin{array}{r} 22.75 \\ 105.00 \\ \hline 127.75 \end{array}$	5.25	3.90	118.60	123.85
0.45833	1320	0.79443	$\begin{array}{r} 11.91 \\ 55.00 \\ \hline 66.91 \end{array}$	2.75	1.90	62.26	65.01
			$\begin{array}{r} 23.83 \\ 110.00 \\ \hline 133.83 \end{array}$	5.50	3.90	124.43	129.93
0.47916	1380	0.83054	$\begin{array}{r} 12.45 \\ 57.50 \\ \hline 69.95 \end{array}$	2.88	1.90	65.17	68.05
			$\begin{array}{r} 24.91 \\ 115.00 \\ \hline 139.91 \end{array}$	5.75	3.90	130.26	136.01
0.50000	1440	0.86666	$\begin{array}{r} 13.00 \\ 60.00 \\ \hline 73.00 \end{array}$	3.00	2.40	67.60	70.60
			$\begin{array}{r} 26.00 \\ 120.00 \\ \hline 146.00 \end{array}$	6.00	4.90	135.10	141.10
0.52083	1500	0.90276	$\begin{array}{r} 13.54 \\ 62.50 \\ \hline 76.04 \end{array}$	3.13	2.40	70.51	73.64
			$\begin{array}{r} 27.08 \\ 125.00 \\ \hline 152.08 \end{array}$	6.25	4.90	140.93	147.18
0.54166	1560	0.93887	$\begin{array}{r} 14.08 \\ 65.00 \\ \hline 79.08 \end{array}$	3.25	2.40	73.43	76.68
			$\begin{array}{r} 28.16 \\ 130.00 \\ \hline 158.16 \end{array}$	6.50	4.90	146.76	153.26
0.56250	1620	0.97500	$\begin{array}{r} 14.62 \\ 67.50 \\ \hline 82.12 \end{array}$	3.38	3.20	75.54	78.92
			$\begin{array}{r} 29.25 \\ 135.00 \\ \hline 164.25 \end{array}$	6.75	6.40	151.10	157.85

(1)	(2)	(3)	Page 4 (4)	(5)	(6)	(7)	(8)
\$0.58333	\$1680	\$1.01110	\$ 15.16 <u>70.00</u> 85.16	\$3.50	\$3.20	\$78.46	\$81.96
			30.33 <u>140.00</u> 170.33	7.00	6.40	156.93	163.93
.60416	1740	1.04721	15.70 <u>72.50</u> 88.20	3.63	3.20	81.37	85.00
			31.41 <u>145.00</u> 176.41	7.25	6.40	162.76	170.01
.62500	1800	1.08333	16.25 <u>75.00</u> 91.25	3.75	3.20	84.30	88.05
			32.50 <u>150.00</u> 182.50	7.50	6.40	168.60	176.10
.64583	1860	1.11943	16.79 <u>77.50</u> 94.29	3.88	3.20	87.21	91.09
			33.58 <u>155.00</u> 188.58	7.75	6.40	174.43	182.18
.66666	1920	1.15554	17.33 <u>80.00</u> 97.33	4.00	3.20	90.13	94.13
			34.66 <u>160.00</u> 194.66	8.00	6.40	180.26	188.26
.68750	1980	1.19166	17.87 <u>82.50</u> 100.37	4.13	4.20	92.04	96.17
			35.75 <u>165.00</u> 200.75	8.25	8.40	184.10	192.35
.69444	2000	1.20369	18.05 <u>83.33</u> 101.38	4.17	4.20	93.01	97.18
			36.11 <u>166.66</u> 202.77	8.34	8.40	186.03	194.37

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$0.70833	\$2040	\$1.22777	$\begin{array}{r} \$18.41 \\ 85.00 \\ \hline 103.41 \end{array}$	\$4.25	\$4.20	\$94.96	\$99.21
			$\begin{array}{r} 36.83 \\ 170.00 \\ \hline 206.83 \end{array}$	8.50	8.40	189.93	198.43
.72916	2100	1.26387	$\begin{array}{r} 18.95 \\ 87.50 \\ \hline 106.45 \end{array}$	4.38	4.20	97.87	102.25
			$\begin{array}{r} 37.91 \\ 175.00 \\ \hline 212.91 \end{array}$	8.75	8.40	195.76	204.51
.75000	2160	1.30000	$\begin{array}{r} 19.50 \\ 90.00 \\ \hline 109.50 \end{array}$	4.50	4.20	100.80	105.30
			$\begin{array}{r} 39.00 \\ 180.00 \\ \hline 219.00 \end{array}$	9.00	8.40	201.60	210.60
.76388	2200	1.32405	$\begin{array}{r} 19.86 \\ 91.66 \\ \hline 111.52 \end{array}$	4.59	4.20	102.73	107.32
			$\begin{array}{r} 39.72 \\ 183.33 \\ \hline 223.05 \end{array}$	9.17	8.40	205.48	214.65
.77083	2220	1.33609	$\begin{array}{r} 20.04 \\ 92.50 \\ \hline 112.54 \end{array}$	4.63	4.20	103.71	108.34
			$\begin{array}{r} 40.08 \\ 185.00 \\ \hline 225.08 \end{array}$	9.25	8.40	207.43	216.68
.79861	2300	1.38425	$\begin{array}{r} 20.76 \\ 95.83 \\ \hline 116.59 \end{array}$	4.80	4.20	107.59	112.39
			$\begin{array}{r} 41.53 \\ 191.66 \\ \hline 233.19 \end{array}$	9.59	8.40	215.20	224.79
.83333	2400	1.44443	$\begin{array}{r} 21.66 \\ 100.00 \\ \hline 121.66 \end{array}$	5.00	5.20	111.46	116.46
			$\begin{array}{r} 43.33 \\ 200.00 \\ \hline 243.33 \end{array}$	10.00	10.40	222.93	232.93

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$0.86805	\$2500	\$1.50462	$\begin{array}{r} \$ 22.57 \\ 104.16 \\ \hline 126.73 \\ 45.13 \\ 208.33 \\ \hline 253.46 \end{array}$	\$5.21 10.42	\$5.20 10.40	116.32 232.64	121.53 243.06
0.90277	2600	1.56480	$\begin{array}{r} 23.47 \\ 108.33 \\ \hline 131.80 \\ 46.95 \\ 216.66 \\ \hline 263.61 \end{array}$	5.42 10.84	5.20 10.40	121.18 242.37	126.60 253.21
0.93750	2700	1.62500	$\begin{array}{r} 24.37 \\ 112.50 \\ \hline 136.87 \\ 48.75 \\ 225.00 \\ \hline 273.75 \end{array}$	5.63 11.25	5.20 10.40	126.04 252.10	131.67 263.35
0.97222	2800	1.68518	$\begin{array}{r} 25.28 \\ 116.66 \\ \hline 141.94 \\ 50.55 \\ 233.33 \\ \hline 283.88 \end{array}$	5.84 11.67	6.20 12.40	129.90 259.81	135.74 271.48
1.00694	2900	1.74536	$\begin{array}{r} 26.18 \\ 120.83 \\ \hline 147.01 \\ 52.36 \\ 241.66 \\ \hline 294.02 \end{array}$	6.05 12.09	6.20 12.40	134.76 269.53	140.81 281.62
1.04166	3000	1.74536	$\begin{array}{r} 26.18 \\ 125.00 \\ \hline 151.18 \\ 52.36 \\ 250.00 \\ \hline 302.36 \end{array}$	6.25 12.50	6.20 12.40	138.73 277.46	144.98 289.96
1.07638	3100	1.74536	$\begin{array}{r} 26.18 \\ 129.16 \\ \hline 155.34 \\ 52.36 \\ 258.33 \\ \hline 310.69 \end{array}$	6.46 12.92	6.20 12.40	142.68 285.37	149.14 298.29

(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$1.11111	\$3200	\$1.74536	$\begin{array}{r} \$ 26.18 \\ 133.33 \\ \hline 159.51 \end{array}$ $\begin{array}{r} 52.36 \\ 266.66 \\ \hline 319.02 \end{array}$	\$6.67 13.34	\$6.20 12.40	146.64 293.28	153.31 306.62
1.14583	3300	1.74536	$\begin{array}{r} 26.18 \\ 137.50 \\ \hline 163.68 \end{array}$ $\begin{array}{r} 52.36 \\ 275.00 \\ \hline 327.36 \end{array}$	6.88 13.75	7.20 14.40	149.60 299.21	156.48 312.96
1.18055	3400	1.74536	$\begin{array}{r} 26.18 \\ 141.66 \\ \hline 167.84 \end{array}$ $\begin{array}{r} 52.36 \\ 283.33 \\ \hline 335.69 \end{array}$	7.09 14.17	7.20 14.40	153.55 307.12	160.64 321.29
1.21527	3500	1.74536	$\begin{array}{r} 26.18 \\ 145.83 \\ \hline 172.01 \end{array}$ $\begin{array}{r} 52.36 \\ 291.66 \\ \hline 344.02 \end{array}$	7.30 14.59	7.20 14.40	157.51 315.03	164.81 329.62
1.25000	3600	1.74536	$\begin{array}{r} 26.18 \\ 150.00 \\ \hline 176.18 \end{array}$ $\begin{array}{r} 52.36 \\ 300.00 \\ \hline 352.36 \end{array}$	7.50 15.00	7.20 14.40	161.48 322.96	168.98 337.96
1.28472	3700	\$1.74536	$\begin{array}{r} 26.18 \\ 154.16 \\ \hline 180.34 \end{array}$ $\begin{array}{r} 52.36 \\ 308.33 \\ \hline 360.69 \end{array}$	7.71 15.42	8.20 16.40	164.43 328.87	172.14 344.29
1.31944	3800	1.74536	$\begin{array}{r} 26.18 \\ 158.33 \\ \hline 184.51 \end{array}$ $\begin{array}{r} 52.36 \\ 316.66 \\ \hline 369.02 \end{array}$	7.92 15.84	8.20 16.40	168.39 336.78	176.31 352.62

Page 8							
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)
\$1.35416	\$3900	\$1.74536	\$ 26.18 162.50 188.68 52.36 325.00 377.36	\$8.13 16.25	\$8.20 16.40	172.35 344.71	180.48 360.96
1.38888	4000	1.74536	26.18 166.66 192.84 52.36 333.33 385.69	8.34 16.67	8.20 16.40	176.30 352.62	184.64 369.29
1.42361	4100	1.74536	26.18 170.83 197.01 52.36 341.66 394.02	8.55 17.09	8.20 16.40	180.26 360.53	188.81 377.62
1.45833	4200	1.74536	26.18 175.00 201.18 52.36 350.00 402.36	8.75 17.50	9.20 18.40	183.23 366.46	191.98 383.96
1.52777	4400	1.66666	25.00 183.33 208.33 50.00 366.66 416.66	9.17 18.34	9.20 18.40	189.96 379.92	199.13 398.26
1.59722	4600	1.11111	16.67 191.66 208.33 33.33 383.33 416.66	9.59 19.17	9.20 18.40	189.54 379.09	199.13 398.26
1.66666	4800	.55555	8.33 200.00 208.33 16.66 400.00 416.66	10.00 20.00	9.20 18.40	189.13 378.26	209.13 398.26

UNITED STATES MINT
DENVER, COLORADO

September 10, 1946

TO PER ANNUM EMPLOYEES:

The Civil Service Commission is about to begin a program of post auditing the Allocation (grades) of per annum positions in the field service. To be ready for this post auditing, we have been instructed to have each per annum employee prepare his own job description.

You should read carefully the instructions contained in attached Form 75A and then write a description of your position in accordance with the attached outline.

If a job description for your position was prepared by the Commission in connection with its recent survey, it is attached for your use. You may adopt all or any part of it, so long as your finished job description is prepared in accordance with the attached outline.

Do not worry about grammar, punctuation or style. Do not be too modest, but on the contrary indicate the difficulty and responsibility of your duties.

MOSES E. SMITH
Superintendent

POSITION DESCRIPTION OUTLINE

A. KIND OF WORK

A-1. Duties of Position:

A-2. Knowledges, Skills, Abilities, etc., Required:

B. DIFFICULTY AND RESPONSIBILITY OF WORK

B-1. Help Provided by Guides:

B-2. Help Provided by Supervisor:

B-3 Original Thinking Done:

B-4 Personal Work Contacts, Dealing With Others:

B-5. The Extent to Which Decisions and Judgments Made
Are Checked or Reviewed:

B-6. The Importance and Effects of Work Done:

B-7. Supervisory and Management Responsibilities:

February 1948

Budget Bureau No. 59-R002.
Approval expires Dec. 31, 1947.UNITED STATES CIVIL SERVICE COMMISSION
POSITION DESCRIPTION

1. Check one:

Dept'l ☐ Field ☐

2. Official headquarters:

4. Agency position No.

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

5. C. S. C. certification No.

6. Date of certification

8. CLASSIFICATION ACTION

(b) Other (specify)

7. Date received from C. S. C.

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau						
d. Field office						
e. Recommended by initiating office						

9. Organizational title of position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

11. Department, agency, or establishment

c. Third subdivision

a. First subdivision

d. Fourth subdivision

b. Second subdivision

e. Fifth subdivision

12. This is a complete and accurate description of the duties and responsibilities of my position

13. This is a complete and accurate description of the duties and responsibilities of this position

(Signature of employee)

(Date)

(Signature of immediate supervisor)

(Date)

Title:

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment

(Signature)

(Date)

(Signature)

(Date)

Title:

Title:

16. Description of duties and responsibilities (See Guide to Position Classifiers, Employees, and Supervisors for the Preparation of Position Descriptions, Standard Form No. 75A)

February 16, 1953

Principal functions of the Cashier's Division:

- Division consists of: (a) Office Section
(b) Counting & Shipping Section

1. Receiving custody of all new coin manufactured.
2. Shipping of coin to Federal Reserve Banks.
3. Purchase of gold and silver bullion received at Mint.
4. Purchase of minor coinage metal, and credits to this account.
5. Processing of uncurrent (unfit) coins returned to Mint by:
 - (a) Federal Reserve Banks
 - (b) Private banks and sources.
6. Sale of commercial gold bars to private refineries, laboratories, and dentists.
7. Storage of all fine certificate gold bars.

Herewith follows a brief general summary of the principal over-all functions mentioned above.

1. Receiving custody of all new coin produced:

Newly produced coin is delivered to the Cashier by the Coiner daily. With respect to silver coins produced, certain coins are selected from each daily "delivery" of coin. These special coins are termed "pyx" coins. As such coins are removed from deliveries, the Cashier repays the Coiner for the resulting shortages. The exact number of pieces are determined in the Cashier's Office and replacement made. Special pieces selected are transmitted to the Bureau daily for assay purposes, since no silver coins may be released until approval of deliveries are received from the Bureau. Other coins, called "Annual Assay Coins" are selected and stored in the Cashier's Vault. After the end of each quarter, the Cashier forwards the accumulation to the Philadelphia Mint, where they are held until the Annual Assay Commission meets to test the coins. The daily deliveries are receipted for by the Cashier and stored in the vaults.

2. Shipping of coin to Federal Reserve Banks.

Shipments of coin are made only against orders received from the Treasurer of the United States. These orders are usually received in code form. They are decoded and shipping orders prepared in the Cashier's Office. Copies of these orders are supplied to the Foreman of the Shipping Section. Coin shipped via parcel post is placed in mail pouches, with labels and tags affixed on the outside. Coin shipped via express is tagged on individual bags. Shipments for the past few years have been made to every Federal Reserve Bank in the nation. Coin prepared for shipment is kept under constant custody of representatives of the Cashier's Division since the coin is in the custody of this Division until released to carriers. All locks for mail shipments are listed in the Cashier's Office.

3. Purchase of gold and silver bullion received at the Mint.

Such material is received daily through the Weigh Clerk's Office. The values are calculated in the Cashier's Division, checked with the Accounting Division, and checks issued by the Cashier for same. All deposits paid are abstracted in this Office for daily transmission to the Accounting Division. Memorandums showing the calculations of each

deposit are made up on the ditto machine for distribution to the various Mint Divisions concerned, and copies sent to the depositors. Complete records are maintained from which daily, monthly, quarterly, semi-annual/ and annual reports are made.

4. Purchase of minor coinage metal, and credits to this account; Checks are prepared by the Cashier for all minor coinage metal purchased, and daily credits entered in this account for reimbursement of the cost of the metal used.

5. Processing of uncurrent (unfit) coins returned to Mint by:
(a) Federal Reserve Banks
(b) Private banks and sources

Coins which become unfit for further circulation are termed "uncurrent", and are turned in to the various Federal Reserve Banks by the member banks. The Federal Reserve Banks in turn ship these to the Mint after the close of each quarter. During the war years, substitutes were found for nickels and cents. Silver-manganese nickels were coined in place of the standard cupro-nickels and steel cents in place of bronze.

Unfit (uncurrent) coins returned to the Mints are re-coined into new coins. However, since the "war-nickels" and "cents" were made of metals not usable in recoinage, it is necessary to segregate the two types of nickels and also with respect to cents. Thus, all nickels have to be run through specially developed magnetic separators which can be used only for the separation of nickels. The cents are run over special magnetic separators to extract the steel cents. The silver-manganese nickels are melted into bars and held subject to instructions from the Bureau. The steel cents are sold to the U.S.M. at Pueblo annually, usually in 20-ton lots. Tests are made with respect to the silver coins received. Careful records are kept in order to accurately check with the Melting & Refining Division, to which Division all uncurrent coin, excepting the silver-manganese nickels and steel cents, is delivered for melting.

Other unfit coin is received from private banks and sources. Owing to the frequency of house fires, numerous coins are also damaged by fire. Private individuals and banks send these recovered lots to the Mint for redemption. These have to be segregated since coins not fused are redeemed at face value, while fused coins are redeemable at bullion value. The number of such lots received at the Mint has increased tremendously lately.

6. Sale of commercial gold bars:

These are sold in sizes of 12½, 25, 50 and 100 ounces each. Sales usually vary from \$2,700 to \$70,000 each. The bars are produced by the Refinery on request of the Cashier. They are then stamped and weighed in this Division and records kept against which the sales are made. This weighing requires extreme care since the weights of the individual bars should closely meet the mass weights as delivered to the Cashier by the Melting & Refining Division, in order to show as little loss to the Government as possible. Total sales of such bars total nearly \$3,000,000.00 per year. Requests for quotations are usually received either by wire or air-mail and quotations returned in like fashion.

7. Custody and storage of all fine certificate gold bars.

As the Refinery produces gold bars, these are delivered to the Cashier for storage. Deliveries are made in "melts" usually numbering 22 bars to the melt. These are calculated as to fine ounces and values and stored by the Cashier's Division in the gold vaults. There are 5 large vaults in the Cashier's custody and one in the office. It should be borne in mind that the storage of gold bullion in the Denver Mint represents a substantial portion of the nation's wealth.

Custody of the values herein mentioned, i.e. gold bullion and coin, as well as uncurrent, is in the Cashier's Division. The Cashier is responsible for the safety measures used in protecting these values.

Numerous records are, of course, maintained to support all of the various functions mentioned and daily reports submitted to the Mint Divisions involved. The Cashier sends a Daily Statement of Receipts and Disbursements and Balances to the Director of the Mint, and a copy to the Chief of the Federal Reserve System in Washington.

Total fine gold bars on hand this date -	\$5,285,740.925.99.
Total commercial fine gold bars on hand -	2,458,178.75
Coin, currency, etc. on hand	7,071,403.70

Annual value of commercial bars sold - approximately \$3,000,000.00

Annual shipments of coin:

1932 - - - \$ 515,000.

1940 - - - 9,366,925.

1941 - - - 20,121,385.

1952 - - - 49,536,189.

Contacts with the general public are primarily in items:

- 3 - purchases of gold & silver deposits; payments for these should be made as expeditiously as possible.
- 4 - purchases of minor coinage metal.
- 5 - Processing of miscellaneous lots of unfit coin.
- 6 - Sales of commercial gold bars. Buyers normally do not keep a large stock of such bars on hand owing to the high values.

A. J. Phillips
Cashier

Management Prof. Program (Quarterly)

Philadelphia Mint set-up in Cash & Deposits Division - Oct. 1954

Cash & Deposits Division:

- 1 Cashier
- 1 Deposit Weigh Clerk
- 1 Asst. Cashier
- 1 Asst. Deposit Weigh Clerk
- 1 Accounting Clerk (Abstract Clerk)
- 1 Clerk (Typist)
- 3 Clerk Typists

9

Deposit Melt Room:

- 1 Deposit Melt er
- 1 Melter "A"

2

Count & Shipping Section:

- 1 Foreman
- 1 Asst. Foreman
- 2 Machine Operators

4

Recap:

9

2

4

Total-15

Pay checks
Cuth & Def. Dennis - 7-27-55
Pay Raises - 7-1-70 - 7-1-70

Name		Gross Pay Previous	Gross Pay New	Retirement Prev.	Retirement New	Fed. Tax Prev.	Fed. Tax New	Bond	State Tax Old	State Tax New	Insurance Prev.	Insurance New	Net Pay Prev.	Net Pay New
Philippus	5810 ⁰⁰ 6250 ⁰⁰	223 46	240 38	13 41	14 42	22 00	21 60	13 75	88	102	150	175	171 92	183 84
Griswold	445 ⁰⁰ 5470 ⁰⁰ 5335 ⁰⁰	205 19 190 58	210 38 205 19	17 84	12 31	25 00	21 70	18 75	100	111	125	150	143 82	146 82 (Inc. 135 ⁰⁰)
Collins	199 202	159 20	161 60	9 55	9 70	19 20	19 90	6 25	77	80	125	125	122 18	123 70
Riemer	199 202	159 20	161 60	9 55	9 70	19 20	19 90	3 75	77	80	125	125	124 68	129 95
Johnson	232 235	185 60	188 00	11 14	11 28	24 20	25 00	9 38	97	100	125	125	138 66	140 09
McDermott	202 211	166 40	168 80	9 98	10 13	20 60	21 40	3 75	82	86	125	125	130 00	131 41
O'Donnell	208 211	166 40	168 80	9 98	10 13	20 60	21 40	12 50	82	86	125	125	121 25	122 66
Zea	186 188	148 80	150 40	8 93	9 02	13 20	13 20	-	53	53	100	100	125 14	126 65
Kennedy	212 222	175 20	177 60	10 51	10 66	22 10	22 80	18 75	88	91	125	125	121 71	123 23
Kollander	199 202	159 20	161 60	9 55	9 70	23 80	24 50	9 38	95	98	125	125	114 27	115 79
Korcher	(8-2-55) 3175⁰⁰ - Position Abandoned 9/23/55												100 69	
Berner, Robt. E.	394 ⁰⁰ 3925 ⁰⁰	150 96	906	906	17 80					71			123 37	
Jesse. H. H.	1 88	150 40	90	902	8 50				34					
Jesse. H. H.													105 37	
Hayes, E.	1 88	150 40	902	8 50					34	34		100	131 54	

Pay Checks - 3-19-58

Name	New Base Pay	Retirement	Fed. Tax	Bond	State Tax	Life Ins.	Net Pay
Philippus							187.50
Griswold							145.78
Tuttle							93.66
Berner	New Pay 184.00 Old Pay 179.20	11.95 11.65	24.20 23.80	3.75 3.75	97 97	-	143.12 140.09
Aiton							131.31
Collins	188.80	12.27	25.00	6.25	1.00	1.25	143.03
Johnson	220.80	14.35	31.30	9.38	1.25	1.50	163.02
O'Donnell	199.20	12.95	26.40	12.50	1.06	1.50	144.79
Fiest	172.80	11.23	8.20	37.50	33	1.25	114.29
Funk	199.20	12.95	12.60	10.00	.50	1.50	161.65
Kennedy	204.80	13.31	27.70	18.75	1.11	1.50	142.43
Kollander	188.80	12.27	29.60	9.38	1.18	1.25	135.12
Valdez	160.00	10.40	29.20	+	1.17	1.25	117.98

TREASURY DEPARTMENT
UNITED STATES MINT SERVICE
DENVER 2, COLO.
STATEMENT OF DEPOSITARY ACCOUNT AND
REPORT OF CHECKS DRAWN

Statement of the depositary account and report of checks drawn by

(Disbursing officer)

(Department)

_____, with the Treasurer of the United States,

Symbol No. _____ (or _____),
(Other Depositary)

for the month of _____, 19__.

Check book balance at close of business,

_____, 19__ \$ _____
Deposits entered on check book during

_____, 19__
as per attached list of accomplished
certificates of deposit

Checks canceled during _____, 19__,

Adjustments (explain individually)

TOTAL

Checks drawn during _____, 19__,

as per attached list or carbon

copies of checks

Adjustments (explain individually)

Uncollectible checks as per attached
list

Check book balance at close of

business, _____, 19__.

Deposits in transit for deposit to checking

account, not yet credited (per list

attached)

Deferred credits this month, per

list of checks attached

Check Series Issued

First Number

Last Number

I certify that the above statement is correct and the carbon
copies or list of checks furnished are true copies or transcripts
of all checks drawn by me on the Treasurer of the United States under
disbursing symbol No. _____ (name of other designated
depository) during the month stated.

Disbursing Officer

3/20/56 Pay Checks

ADJUSTMENTS IN PAY (Per Diem) EMPLOYEES ACCT. WAGE SURVEY - 1955

Name	Old Base	New Base	Ret.	Tax 2	Bond	State	Ins.	Net Pay
Collins	161.60	172.00	10.32	22.10	6.25	.88	1.25	131.20
Kennedy	177.60	188.00	11.28	35.00	18.75	1.00	1.25	130.72
Kollander	161.60	172.00	10.32	26.70	9.38	1.07	1.25	123.28
Fiest	143.20	149.60	8.98	8.50	3.75	.34	1.00	127.03
Hayes	150.40	160.80	9.65	10.70	-	.43	1.25	138.77
Johnson	188.00	198.40	11.90	26.40	9.38	1.06	1.50	148.16
O'Donnell	168.80	179.20	10.75	22.80	12.50	.91	1.25	130.99
Zea	150.40	160.80	9.65	15.30	-	.61	1.25	133.99

S. 67 - 7½% increase, effective March 1, 1955.

June 22, 1955

Grade		Per annum rates						
GS-1	\$	2,690	2,775	2,860	2,945	3,030	3,115	3,200
2		2,960	3,045	3,130	3,215	3,300	3,385	3,470
3		3,175	3,260	3,345	3,430	3,515	3,600	3,685
4		3,415	3,500	3,585	3,670	3,755	3,840	3,925
5		3,670	3,805	3,940	4,075	4,210	4,345	4,480
6		4,080	4,215	4,350	4,485	4,620	4,755	4,890
7		4,525	4,660	4,795	4,930	5,065	5,200	5,335
8		4,970	5,105	5,240	5,375	5,510	5,645	5,780
9		5,415	5,550	5,685	5,820	5,955	6,090	6,225
10		5,915	6,050	6,185	6,320	6,455	6,590	6,725
11		6,390	6,605	6,820	7,035	7,250	7,465	
12		7,570	7,785	8,000	8,215	8,430	8,645	
13		8,990	9,205	9,420	9,635	9,850	10,065	
14		10,320	10,535	10,750	10,965	11,180	11,395	
15		11,610	11,880	12,150	12,420	12,690		
16		12,900	13,115	13,330	13,545	13,760		
17		13,975	14,190	14,405	14,620			
18		14,800						

Grade		Per annum rates						
GPC-1		1,945	2,010	2,075	2,140	2,205	2,270	2,335
2		2,600	2,675	2,750	2,825	2,900	2,975	3,050
3		2,745	2,830	2,915	3,000	3,085	3,170	3,255
4		2,955	3,040	3,125	3,210	3,295	3,380	3,465
5		3,200	3,285	3,370	3,455	3,540	3,625	3,710
6		3,440	3,525	3,610	3,695	3,780	3,865	3,950
7		3,695	3,805	3,915	4,025	4,135	4,245	4,355
8		4,020	4,155	4,290	4,425	4,560	4,695	4,830
9		4,460	4,595	4,730	4,865	5,000	5,135	5,270
10		4,905	5,040	5,175	5,310	5,445	5,580	5,715

Mrs. Alma K. Schneider, Superintendent
Mr. Marshall M. Reddish, Asst. Supt.

January 27, 1956

A. L. Philippus, Cashier

Additional help, Shipping Section, Cash & Deposits Division

With the addition of recent help in the Office, I believe when these new employees become proficient in their respective duties, the office set-up should function very well.

The Deposit Melt Room, with the recent addition of Mr. Hayes, seems to be in good shape.

The Shipping Section is now our weak link. As you know, Mr. Kennedy, Foreman, has 2 employees under him. Mr. Kollander has had considerable trouble with his back and we have his doctor's statement advising against heavy work. Mr. Zea, in his 64th year, is not what we can consider a vigorous man to do heavy lifting.

We have some \$300,000 in uncurrent coin still unreviewed, with more to come, also \$363,000 in circulated dollars to be reviewed. This crew worked about 10 days cutting copper, with consequent loss of time on review work. Silver bars are now again coming in from Kennecott, yesterday's shipment consisting of 500 bars via P.I.E., requiring half a day to unload. Changing from express to motor truck line, may mean that similar large shipments will come in. It is also my understanding that the Bureau intends shipping \$16,000,000 in Standard Dollars to this Mint, of which \$550,000 have already been received. Due to the number of uncurrent and unfit dollars included, these must be reviewed.

Until the double shift in the Coining Division, we had 3 men detailed from the M&R to this Division.

If we are to keep this phase of the work going, and the Bureau usually instructs us in April or May to process all such coin in order to alleviate the work of the Settlement Committee, we should have 2 additional men in this section. Furthermore, we are badly crippled with fork-lift operators, or rather the lack of them. If we could have at least one younger man in this section, we could teach him the operation of these lifts, which would also be of great assistance during Settlement. If the shipment of the \$16,000,000 in dollars is to be done in small installments, it may be that we can get by with 1 younger man, providing the shipping program is not greatly accelerated.

Saw Fred trans to this Division - 2/13/56

Pay Checks - Oct. 31, 1956 (Retirement deductions 6 $\frac{1}{2}$ % instead of 6%)

NAME	Base Pay	Prev. Retirement	New Retmnt.	Tax $\frac{1}{2}$	Bond	State	Ins.	Net Pay New	Old Pay
Philippus	240.38	14.42	15.62 (4)	25.60	13.75	1.02	1.75	182.64	183.84
Griswold	210.38	12.62	13.67 (2)	29.50	18.75	1.18	1.50	145.78	146.83
Berner	150.96	17.80	17.80 (2)	17.80	3.75	.71	W	118.89	119.64
Jesse	131.35	8.54	8.54 (4)	4.90	-	.20	1.00	116.71	110.15
(old)	122.12	7.33							
Kollander	172.00	10.32	11.18 (1)	26.70	9.38	1.07	1.25	122.42	123.28
Hayes	160.80	9.65	10.45 (4)	10.70	7.50	.43	1.25	130.47	131.27
Fiest	149.60	8.98	9.72 (4)	8.50	3.75	.34	1.00	126.29	127.03
Johnson	198.40	11.90	12.90 (2)	26.40	9.38	1.06	1.50	147.16	148.16
O'Donnell	179.20	10.75	11.65 (2)	22.80	12.50	.91	1.25	130.09	130.99
Zea	160.80	9.65	10.45 (3)	15.30	6.25	.61	1.25	126.94	127.74
Collins	172.00	10.32	11.18 (2)	22.10	6.25	.88	1.25	130.34	131.20
Kennedy	188.00	11.28	12.22 (2)	25.00	18.75	1.00	1.25	129.78	130.72
11/5/56 Tuttle	122.12	-	7.94 (1)	17.30	-	.69	1.00	95.19	-

Pay Checks - Oct. 31, 1956 (Retirement deductions $6\frac{1}{2}\%$ instead of 6%)

NAME	Base Pay	Prev. Retirement	New Retmmt.	Tax $\frac{1}{2}\%$	Bond	State	Ins.	Net Pay New	Old Pay
Philippus	240.38	14.42	15.62 (4)	25.60	13.75	1.02	1.75	182.64	183.84
Griswold	210.38	12.62	13.67 (2)	29.50	18.75	1.18	1.50	145.78	146.83
Berner	150.96	17.80	17.80 (2)	17.80	3.75	.71	W	118.89	119.64
Jesse	131.35 (old) 122.12	8.54 7.33	8.54 (4)	4.90	-	.20	1.00	116.71	110.15
Kollander	181.60 172.00	10.32	11.18 (1)	26.70	9.38	1.07	1.25	122.42	123.28
Hayes	170.40 160.80	9.65	10.45 (4)	10.70	7.50	.43	1.25	130.47	131.27
Fiest	2/9/58 - 165.60 149.20 149.60	10.76 8.98	10.76 9.72 (4)	6.80 8.50	37.50 - 1/4/58 3.75	.34	1.25	109.02 126.29	127.03
Johnson	208.00 198.40	11.90	12.90 (2)	26.40	9.38	1.06	1.50	147.16	148.16
O'Donnell	186.40 179.20	10.75	11.65 (2)	22.80	12.50	.91	1.25	130.09	130.99
Zea	170.40 160.80	9.65	10.45 (3)	15.30	6.25	.61	1.25	126.94	127.74
Collins	181.60 172.00	10.32	11.18 (2)	22.10	6.25	.88	1.25	130.34	131.20
Kennedy	197.60 188.00	11.28	12.22 (2)	25.00	18.75	1.00	1.25	129.78	130.72
11/5/56 Tuttle	11/3/57 - 125.38 122.12	-	8.15 7.94 (1)	18.10 17.30	3.75	.72 .69	1.00 ✓	93.66 95.19 91.44	94.44
8/25/57 Berner (to P/D)	172.00		11.18 (1)	22.10	3.75	.88	-	134.09	(P/A 119.64)
" Aiton	150.96		9.81 (1)	8.50	-	.34	1.00	131.31	
Valdez	152.80		9.93 (0)	27.70	-	1.11	1.00	113.06	

LUNCH PERIODS - EFFECTIVE SEPT. 30, 1957

Employee	Out	In	On Duty
Berner	11:30	12:00	Tuttle-Aiton, Philippus-Collins In 11:45
Collins	11:15	11:45	Tuttle-Aiton-Griswold Philippus <i>Woodrow</i>
<i>Woodrow</i> Griswold	11:45	12:15	Tuttle-Aiton-Collins
<i>Diana</i> Tuttle	12:15	12:45	<i>Woodrow</i> Griswold-Berner-Gell -Collins
Aiton	12:30	1:00	Berner-Collins- <i>Woodrow</i> -Griswold
Philippus	12:00		Berner-Collins- Aiton- <i>Gris</i> . In at <i>Wood</i> 12:15

3/16/59 - Newkirk

12:15

12:45

Broadwater

11:45

12:15

Lunch Periods

SCHEDULE OF ANNUAL SALARY RATES BY GRADE

GENERAL SCHEDULE

[illegible]



THE PAY SCALES OF THE CLASSIFICATION ACT OF 1949, AS AMENDED MARCH 1955, JULY 1956, AND JANUARY 1958

(The top line opposite each grade number shows the rates which became effective the beginning of the first pay period after March 1, 1955, in most cases March 13, 1955. The rates for GS-17 and GS-18 followed by single asterisks became effective the first pay period after June 30, 1956, in most cases July 1, 1956. The second line shows the rates which became effective the beginning of the first pay period after January 1, 1958, in most cases January 12, 1958.)

GENERAL SCHEDULE - BASIC PER ANNUM RATES

GRADE	SCHEDULED RATES							LONGEVITY RATES **			STEP RATE
	a	b	c	d	e	f	g	x	y	z	
1	2,690	2,775	2,860	2,945	3,030	3,115	3,200	3,285	3,370	3,455	85
	2,960	3,055	3,150	3,245	3,340	3,435	3,530	3,625	3,720	3,815	95
2	2,960	3,045	3,130	3,215	3,300	3,385	3,470	3,555	3,640	3,725	85
	3,255	3,350	3,445	3,540	3,635	3,730	3,825	3,920	4,015	4,110	95
3	3,175	3,260	3,345	3,430	3,515	3,600	3,685	3,770	3,855	3,940	85
	3,495	3,590	3,685	3,780	3,875	3,970	4,065	4,160	4,255	4,350	95
4	3,415	3,500	3,585	3,670	3,755	3,840	3,925	4,010	4,095	4,180	85
	3,755	3,850	3,945	4,040	4,135	4,230	4,325	4,420	4,515	4,610	95
5	3,670	3,805	3,940	4,075	4,210	4,345	4,480	4,615	4,750	4,885	135
	4,040	4,190	4,340	4,490	4,640	4,790	4,940	5,090	5,240	5,390	150
6	4,080	4,215	4,350	4,485	4,620	4,755	4,890	5,025	5,160	5,295	135
	4,490	4,640	4,790	4,940	5,090	5,240	5,390	5,540	5,690	5,840	150
7	4,525	4,660	4,795	4,930	5,065	5,200	5,335	5,470	5,605	5,740	135
	4,980	5,130	5,280	5,430	5,580	5,730	5,880	6,030	6,180	6,330	150
8	4,970	5,105	5,240	5,375	5,510	5,645	5,780	5,915	6,050	6,185	135
	5,470	5,620	5,770	5,920	6,070	6,220	6,370	6,520	6,670	6,820	150
9	5,440	5,575	5,710	5,845	5,980	6,115	6,250	6,385	6,520	6,655	135
	5,985	6,135	6,285	6,435	6,585	6,735	6,885	7,035	7,185	7,335	150
10	5,915	6,050	6,185	6,320	6,455	6,590	6,725	6,860	6,995	7,130	135
	6,505	6,655	6,805	6,955	7,105	7,255	7,405	7,555	7,705	7,855	150
11	6,390	6,605	6,820	7,035	7,250	7,465		7,680	7,895	8,110	215
	7,030	7,270	7,510	7,750	7,990	8,230		8,470	8,710	8,950	240
12	7,570	7,785	8,000	8,215	8,430	8,645		8,860	9,075	9,290	215
	8,330	8,570	8,810	9,050	9,290	9,530		9,770	10,010	10,250	240
13	8,990	9,205	9,420	9,635	9,850	10,065		10,280	10,495	10,710	215
	9,890	10,130	10,370	10,610	10,850	11,090		11,330	11,570	11,810	240
14	10,320	10,535	10,750	10,965	11,180	11,395		11,610	11,825	12,040	215
	11,355	11,595	11,835	12,075	12,315	12,555		12,795	13,035	13,275	240
15	11,610	11,880	12,150	12,420	12,690			12,905	13,120	13,335 ***	270
	12,770	13,070	13,370	13,670	13,970			14,210	14,450	14,690 ***	300
16	12,900	13,115	13,330	13,545	13,760						215
	14,190	14,430	14,670	14,910	15,150						240
17	13,975	14,190	14,405	14,620	14,835*						215
	15,375	15,615	15,855	16,095	16,335						240
18	16,000*										
	17,500										

** Authorized by section 703 of the Classification Act of 1949, as amended
*** Longevity step rate for grade GS-15 is the same as for grade GS-14

U. S. Mint, Denver, Colorado, Cash & Deposits Division

Robert E. Burner, Weigher

2/23 - 3/8/58

D-1

1 37

Ungr. \$2.30 p/h

179.20	179.20	11.65	22.00	3.75	.91	WAIVED	140.09	✓
184.00	184.00	11.96	24.20	3.75	.97	WAIVED	143.12	✓
184.00	184.72	12.01	24.20	3.75	.97	WAIVED	143.79	✓
.72								

Promotion policy for ungraded employees approved by Treasury Department. Employee has served satisfactorily at minimum rate for 26 weeks. Performance Rating "Satisfactory".

2061616

ECS.

(*) Retro pay 2/21/58. 8 hours @ .09 ¢

x

Administrative Pay Increase

2-23-58

\$2.24 p/h \$2.30 p/h

Alma L. Schuler

x

W. H. H.

Clerk's file to
Woodrow in loan

6/9/58

IN REPLY REFER TO:
YOUR REFERENCE FILE:

DENVER COLO
MAGE STABILIZATION BOARD

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Charles Miller
Mr. Albert Philippus ✓
Mr. Bruce LaFollette
Mr. John Jamieson

DATE: 7-15-58

FROM : Personnel Office

SUBJECT: Vacancies on the Guard Force

The Director has instructed us to fill two existing vacancies on the Guard Force by either detailing or transferring ungraded employees from the operating divisions.

A notice has been posted on the Bulletin Board, informing the employees of these vacancies. Your cooperation in helping us locate qualified persons will be appreciated.

Published weekly except the last week in December and the first week in January.
Published by **FEDERAL EMPLOYEES' NEWS DIGEST**, 1040 Fessick St., N.E., Washington, D. C. Second Class postage paid at Washington, D. C.

SUBSCRIPTION RATES:

2nd class mailing (in U.S. only)—\$5.00 per year.
1st class mailing \$8.00 per year.
Air Mail mailing \$9.70 per year.

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FEDERAL EMPLOYEES' NEWS DIGEST

P. O. Box 609

Washington 4, D. C.

NEW PAY LAW--A look at the new Classification Act schedule for Federal classified employees shows that the amount of their new pay raise actually averages 7.7 percent. Although generally referred to as a 7.5 percent raise, the increase averages higher because the new schedule was rounded out to the next highest "0" or "5" in many cases. Also, the amount of the within-grade increases was raised in some cases to attain a better proportion between the pay levels.

Here are the new pay schedules for classified employees and postal workers:

CLASSIFIED EMPLOYEES

Grade	1	2	3	4	5	6	7
GS-1	\$3,185	\$3,290	\$3,395	\$3,500	\$3,605	\$3,710	\$3,815
GS-2	3,500	3,605	3,710	3,815	3,920	4,025	4,130
GS-3	3,700	3,805	3,910	4,015	4,120	4,225	4,330
GS-4	4,040	4,145	4,250	4,355	4,460	4,565	4,670
GS-5	4,345	4,510	4,675	4,840	5,005	5,170	5,335
GS-6	4,830	4,995	5,160	5,325	5,490	5,655	5,820
GS-7	5,355	5,520	5,685	5,850	6,015	6,180	6,345
GS-8	5,885	6,050	6,215	6,380	6,545	6,710	6,875
GS-9	6,435	6,600	6,765	6,930	7,095	7,260	7,425
GS-10	6,995	7,160	7,325	7,490	7,655	7,820	7,985
GS-11	7,560	7,820	8,080	8,340	8,600	8,860	
GS-12	8,955	9,215	9,475	9,735	9,995	10,255	
GS-13	10,635	10,895	11,155	11,415	11,675	11,935	
GS-14	12,210	12,470	12,730	12,990	13,250	13,510	
GS-15	13,730	14,055	14,380	14,705	15,030		
GS-16	15,255	15,515	15,775	16,035	16,295		
GS-17	16,530	16,790	17,050	17,310	17,570		
GS-18	18,500						

POSTAL EMPLOYEES

Grade	1	2	3	4	5	6	7
1	3,415	3,545	3,675	3,805	3,935	4,065	4,195
2	3,670	3,805	3,940	4,075	4,210	4,345	4,480
3	3,955	4,100	4,245	4,390	4,535	4,680	4,825
4	4,345	4,505	4,665	4,825	4,985	5,145	5,305
5	4,605	4,765	4,925	5,085	5,245	5,405	5,565
6	4,975	5,150	5,325	5,500	5,675	5,850	6,025
7	5,370	5,555	5,740	5,925	6,110	6,295	6,480
8	5,790	5,995	6,200	6,405	6,610	6,815	7,020
9	6,255	6,480	6,705	6,930	7,155	7,380	7,605
10	6,870	7,110	7,350	7,590	7,830	8,070	8,310
11	7,560	7,820	8,080	8,340	8,600	8,860	9,120
12	8,320	8,605	8,890	9,175	9,460	9,745	10,030
13	9,180	9,470	9,760	10,050	10,340	10,630	10,920
14	10,075	10,410	10,745	11,080	11,415	11,750	12,085
15	11,075	11,440	11,805	12,170	12,535	12,900	13,265
16	12,205	12,570	12,935	13,300	13,665	14,030	14,395
17	13,505	13,870	14,235	14,600	14,965	15,330	15,695
18	15,165	15,525	15,885	16,245	16,605	16,965	17,325
19	16,585	16,945	17,305				
20	17,200						

LABOR-MANAGEMENT PLAN TO BE UNVEILED--The non-partisan, business-supported National Civil Service League next month will disclose its recommendations for establishing more satisfactory labor-management relations in the Federal service.

The league for the last six months had studied the labor-management practices between Government departments and agencies and Federal and postal employee unions.

The league's Committee on Employee Organizations is expected to urge a more liberal labor-management policy in Government, more formal recognition of employee unions and more extensive dealings with them on matters involving personnel policies and grievances.

The committee is composed of top industrialists, educators and labor officials. It is headed by Winston Paul, New York industrialist who is chairman of the General Aniline and Film Corporation Finance Committee.

Other members are Cecil Morgan of Standard Oil Co. of New Jersey, Sterling Spero of the Graduate School of Public Administration and Social Service of New York University, James Mitchell of Brookings Institution, John W. Macy, Jr., of Wesleyan University; Prof. Dale Yoder of Stanford University's School of Business, George Richardson of the AFL-CIO, and Arnold Zander, president of the State, County and Municipal Employees Union.

In addition to recognition of public employee unions, the committee also will make recommendations on the degree of collective bargaining advisable in Government, a dues checkoff system, etc.

The committee's study is especially timely in view of the successful enactment

Wage Band Per Diem Increases

JAN 21 1959

Pay Period 12/28/58 - 1/10/59

P/H	Gross	Ref.	Fed Tax	Band	Stat Tax	Ins.	Net
Aiton ²³⁸	188 80	1227	1570	375	.63	125	15520
Berner ²⁴²	193 60	1258	3030	375	1.21	—	14576
Collins ²⁴⁸	198 40	1290	2640	625	1.06	150	15029
Johnson ²⁸⁵	228 00	1482	3130	938	1.25	150	16975
Funk ²⁵³	206 40	1342	1380	1500	.55	150	16213
Fest ²⁴⁶	196 80	1279	1260	3750	.50	150	13191
O'Donnell							
Kollander ²⁶²	209 60	1362	3230	938	1.29	150	15751
Valdez ²¹⁴	168 80	1097	3060	375	1.22	125	12101
Langdon ²¹⁷	173 60	1128	2670	3750	1.07	125	9580

April 29, 1959

Employees working in CASH & DEPOSITS DIVISION

Permanent Crews:

OFFICE - (Section)

Philippus, Head
Woodrow, Asst. Head
Bagan, Steno. Clerk
Newkirk, Clerk
Aiton, Weigher
Berner, Weigher
Collins, Weigher

7

Deposit Melt Room: (Section)

Johnson, (Foreman)
Funk, Melter
Fiest, Melter
Davis, Melter

4

Count & Shipping Section -

Schrock, Foreman
Valdez, Weigher
Langhorn, Machine Operator

3

14

Temporary (Detailed)

Billapando
McCullough
Gonzales
Wilson

4

Total employees working

18

(To be returned to Coining Division - 3)
after June 30, 1959

Clerk-Stenographer (Principal duties)

July 10, 1959

- 2- 1. Calculate deposits *10 day limit for payments*
- 3- 2. Abstracting
- 4- 3. Type Masters
4. See that deposits are not delayed anywhere
5. Check calculations with Assayer
6. Issues Bills of Lading
7. Enter payments in Counter Book
8. Operates Ditto Machine
9. Pyx replacements to Coiner
10. Checks checks issued
11. Process Unfit Lots (numbering, listing, etc.)
- 5 — 12. Assists in Auditing Bills of Lading
13. Receives Blue Cross Payments and tabulates same
14. Assists in entering Tenders on Shipments on cards
15. Types Daily and report to Ft. Knox
- 1- 16. Takes dictation and transcribes same
17. Checks Silver Affidavits for 10% tolerance
18. Place all records on Vault Table at close of day
19. Answers telephone calls as necessary (Cash & Deposits Division)
20. Miscellaneous Filing
- 21- Time Reports
22. order office forms & supplies
23. Trans. acct. Records
24. Monthly postings & reports.

(accuracy)

DAILY TRANSACTIONS - CASHIER'S OFFICE
U. S. Mint, Denver

Date _____

Bal. Brt. Fwd..... \$

DELIVERIES: H.D. \$

Qr. \$

Bi. \$

5¢ \$

Cts. \$

Currency..... \$

ADDED to Cash..... \$

Cert. Bars (Ref.) \$

Com. Bars (Ref.) \$

Total Chks. issued \$

Total RECEIPTS \$

Vault Balances:

DOLLARS:

Cash Payments..... \$

Checks cashed..... \$

Pyx Coins..... \$

Shipments..... \$

Cy. to F.R.Bk. \$

HALVES:

Net Cash DEDUCTIONS \$
(Net Cash Balance)

CHECKS: Advance..... \$

Final..... \$

Deposit..... \$

QUARTERS:

" Pur. of Unc. Coin \$

Total Checks..... \$

DIMES:

Gold Bars Sold CASH \$

" " " CHECK \$

Silver Bars () \$

Total PAYMENTS..... \$

NICKELS:

Silver Certificates \$

Fed. Res. Notes \$

Fed. Res. Bk. Notes \$

U. S. Notes..... \$

Counter Cash..... \$

CENTS

Ctf. Bar Bal. \$

Plus \$

New Bar Bal. \$

Cashier

9/28/59

1. Address & Tel. No.
2. This job has large variety of duties. Takes long time to learn.
Basics
3. Don't hesitate to ask questions.
4. Special emphasis on: (a) Accuracy - if .01 off other div. affected.
(b) Speed
5. You will have direct contact with Accounting and Assay Divisions - checking
6. Diana will break you in for 2 weeks on fundamentals:
(a) Calculating
(b) Abstracting
7. Dead-lines - 11:00 AM abstract. 1:00 closing report to acctg.
8. Absences from office: Security regs. require 2 present.
If gone for 10 or 15 minutes O.K. otherwise be sure to
inform me, or Woodrow or Bill where can be located.
9. Coffee break - OK if not to exceed 15 minutes, but usually abused. Let us know.
10. Lunch period: (12:15 to 12:45) with 15 min. leeway.
11. Where eat lunch?
12. Visiting other divisions and talking with Guards, etc.
13. Telephone calls - Answer "Cash & Deposits Division". Long distance or inquiries
(a) Use memo pad. inform me or Glen.
14. Mrs. Schneider Supt., Mr. Reddish Asst. Supt., I am Head and Mr. Woodrow Asst. Hd.
15. Job description
16. Wash room off office, ladies room on 2nd floor.
17. Nurse on duty if ill - slip needed.
18. Absences: Illness is unscheduled unless Dr., Opt. or Dental. - *1st 90 Days PWOL*
Annual leave arranged in advance.
19. If obliged to be absent, call me or Mr. Woodrow.
20. 3 Sections in this division. 15 people in this division.
21. Don't leave office unless at least 1 person present. Operations - Gold, Coin,
Security Rules. Unc. coin.
22. Introduce to personnel -
23. " to AKS and MMR
24. Show around, elevator, etc.
25. Presently engaged in large gold shipping program.
26. Follow rules meticulously. No changes without my O.K.
27. Door buzzer - do not open unless party is known.
Safe ty & Illness

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Philippus

DATE: Dec. 18, 1959

FROM : Mr. Manning

SUBJECT: Position Description for Classified Jobs

Attached is a copy of Mint Personnel Procedures Letter No. 17.

You will note that the format we have been using for classified position descriptions will no longer be used and that the descriptions can be no more than two (2) typewritten pages in length.

Enclosure

SCHEDULE SHOWING PRESENT AND RECOMMENDED
BASIC HOURLY WAGE RATES FOR UNGRADED SUPERVISORY
POSITIONS AT THE DENVER MINT

	BASIC HOURLY WAGE RATES						
	PRESENT			RECOMMENDED			Effective 1/10/60
	Min.	Mid.	Max.	Min.	Mid.	Max.	Increase (Cents)
<u>FOREMAN</u>							
Chief Engineer	\$2.65	\$2.71	\$2.77	\$2.73	\$2.79	\$2.85	.08
Coin Press Section	2.79	2.85	2.91	2.88	2.94	3.00	.09
Counting & Reviewing Section	2.56	2.62	2.68	2.64	2.70	2.76	.08
Counting & Shipping Section	2.56	2.62	2.68	2.64	2.70	2.76	.08
Deposit Melter	2.73	2.79	2.85	2.82	2.88	2.94	.09
Head Annealer	2.50	2.56	2.62	2.58	2.64	2.70	.08
Head Automatic Scales Operator & Adjuster	2.44	2.50	2.56	2.52	2.58	2.64	.08
Head Building Maintenance Worker	2.59	2.65	2.71	2.63	2.69	2.75	.04
Head Electrician	2.97	3.03	3.09	3.10	3.16	3.22	.13
Head Make-Up Weigher	2.69	2.75	2.81	2.77	2.83	2.89	.08
Head Process Weigher	2.56	2.62	2.68	2.64	2.70	2.76	.08
Head Tool & Die Maker	3.00	3.06	3.12	3.09	3.15	3.21	.09
Ingot Melting Section	2.79	2.85	2.91	2.88	2.94	3.00	.09
Refinery Melting Section	2.73	2.79	2.85	2.82	2.88	2.94	.09
Rolling & Cutting Section	2.79	2.85	2.91	2.88	2.94	3.00	.09

SCHEDULE SHOWING PRESENT AND RECOMMENDED
BASIC HOURLY WAGE RATES FOR UNGRADED SUPERVISORY
POSITIONS AT THE DENVER MINT

BASIC HOURLY WAGE RATES

	PRESENT			RECOMMENDED			Effective 1/10/60
	Min.	Mid.	Max.	Min.	Mid.	Max.	Increase (Cents)
<u>ASSISTANT FOREMAN</u>							
Assistant Head Annealer	\$2.37	\$2.43	\$2.49	\$2.45	\$2.51	\$2.57	.08
Assistant Head Electrician	2.67	2.73	2.79	2.80	2.86	2.92	.13
Assistant Head Make-Up Weigher	2.56	2.62	2.68	2.64	2.70	2.76	.08
Assistant Head Process Weigher	2.43	2.49	2.55	2.51	2.57	2.63	.08
Assistant Head Tool & Die Maker	2.87	2.93	2.99	2.96	3.02	3.08	.09
Coin Press Section	2.66	2.72	2.78	2.75	2.81	2.87	.09
Counting & Reviewing Section	2.44	2.50	2.56	2.52	2.58	2.64	.08
Ingot Melting Section	2.66	2.72	2.78	2.75	2.81	2.87	.09
Rolling & Cutting Section	2.66	2.72	2.78	2.75	2.81	2.87	.09

SCHEDULE SHOWING PRESENT AND RECOMMENDED
BASIC HOURLY WAGE RATES FOR UNGRADED NON-SUPERVISORY
POSITIONS AT THE DENVER MINT

BASIC HOURLY WAGE RATES

	PRESENT			RECOMMENDED			Effective 1/10/60
	Min.	Mid.	Max.	Min.	Mid.	Max.	Increase (Cents)
<u>WORKMEN</u>							
Annealer	2.22	2.28	2.34	2.30	2.36	2.42	.08
Carpenter	2.49	2.55	2.61	2.53	2.59	2.65	.04
Die Setter	2.46	2.52	2.58	2.55	2.61	2.67	.09
Electrician	2.53	2.59	2.65	2.66	2.72	2.78	.13
Engineer (Stationary)	2.41	2.47	2.53	2.49	2.55	2.61	.08
Furnace Builder	2.27	2.33	2.39	2.35	2.41	2.47	.08
General Mechanic	2.63	2.69	2.75	2.65	2.71	2.77	.02
Helper (General)	1.97	2.03	2.09	2.06	2.12	2.18	.09
Helper (Trades)	2.13	2.19	2.25	2.21	2.27	2.33	.08
Laborer (Custodial)	1.84	1.90	1.96	1.90	1.96	2.02	.06
Machine Operator	2.05	2.11	2.17	2.14	2.20	2.26	.09
Machine Operator (Rolling & Cutting)	2.27	2.33	2.39	2.35	2.41	2.47	.08
Machinist "A"	2.46	2.52	2.58	2.55	2.61	2.67	.09
Machinist "B"	2.22	2.28	2.34	2.30	2.36	2.42	.08
Melter "A"	2.46	2.52	2.58	2.55	2.61	2.67	.09
Melter "B"	2.22	2.28	2.34	2.30	2.36	2.42	.08
Pressman	2.22	2.28	2.34	2.30	2.36	2.42	.08
Roller - 18" Mills	2.46	2.52	2.58	2.55	2.61	2.67	.09
Scale Builder & Adjuster "A"	2.70	2.76	2.82	2.79	2.85	2.91	.09
Scale Builder & Adjuster "B"	2.46	2.52	2.58	2.55	2.61	2.67	.09
Sweeps Cellar Operator	2.46	2.52	2.58	2.55	2.61	2.67	.09
Tool & Die Maker	2.70	2.76	2.82	2.79	2.85	2.91	.09
Weigher	2.36	2.42	2.48	2.44	2.50	2.56	.08



TREASURY DEPARTMENT

WASHINGTON 25

OFFICE OF
DIRECTOR OF THE MINT

IN REPLYING QUOTE INITIALS

Mint Personnel Procedures Letter No. 17

To All Offices
Bureau of the Mint

November 30, 1959

SUBJECT: Position Classification (Position Descriptions)

Mint Personnel Procedures Letter No. 11, dated March 2, 1959, is amended as follows:

The Civil Service Commission has revised the section on preparation of position descriptions in Chapter P-2 of the Federal Personnel Manual. This section now prescribes a standard of adequacy for position descriptions under the Classification Act. The manner of writing descriptions has been left to the agencies, provided adequate information is contained in the description for classification purposes.

The Mint will follow the practices set forth below:

1. Position descriptions will be strictly limited in length to two typewritten pages or less.
2. Factor headings, prescribed in the discontinued Guide for Writing Position Descriptions (SF-75a), will be eliminated in future descriptions.
3. Descriptions will include the information formerly given under the factor headings, which is necessary for the proper evaluation of the positions; i.e., (a) scope and effect of the work performed, (b) supervision received and exercised, (c) guides used, (d) decisions and commitments made, (e) special qualification requirements or specific mental demands, and (f) significant personal work contacts. These factors may be incorporated in the description of the actual work assignments, or may be stated in a single paragraph after the description of the duties. Any description of the function which the position serves should be summarized briefly in the introduction.

TREASURY DEPARTMENT - BUREAU OF THE MINT

I certify that the performance, conduct and general character of the employee named herein should be continued in the same position.

PLACEMENT FOLLOW-UP CHECK LIST

Name John J. Chacon Position Helper (General) EOD Date 10-12-60

On January 9, 1961, the above named employee, with complete 90 days of his probationary (trial) period. The Supervisor will complete the following questionnaire on the services and conduct of this employee, and route it through channels to the Personnel Division. Answers should be carefully considered and should not be biased or subject to guess or favoritism.

- | | Yes | No |
|---|-------------------|-------------------|
| 1. Does the employee violate the leave regulations of the Organization? | <u> </u> | <u>No</u> |
| 2. Has the employee's tardiness record been satisfactory? | <u>Yes</u> | <u> </u> |
| 3. Does employee use sick leave as it accumulates?
Leave balance as of <u> </u> Sick <u> </u> Annual <u> </u> | <u> </u> | <u>No</u> |
| 4. Does employee comply with regulations and routine of operations as prescribed? | <u>Yes</u> | <u> </u> |
| 5. Does he cooperate with both supervisor and co-workers in their working relationships? | <u>Yes</u> | <u> </u> |
| 6. Is the employee slow in learning and adapting himself to new assignments? | <u> </u> | <u>No</u> |
| 7. When deficiencies have been called to his attention, does he:
(a) Show resentment?
(b) Fail to show improvement? | <u> </u> | <u>No</u> |
| 8. Does employee meet production requirements? | <u>Yes</u> | <u> </u> |
| 9. Does the employee show an interest for and seem to like the work he is doing? | <u>Yes</u> | <u> </u> |
| 10. Does he display quality and accuracy in performance of assignments? | <u>Yes</u> | <u> </u> |
| 11. Has there been any reason to question the employee's physical fitness to perform duties of the position to which assigned? | <u> </u> | <u>No</u> |
| 12. Has employee demonstrated any special skills or aptitudes?
(Explain) <u>Too early to evaluate this item.</u> | <u> </u> | <u> </u> |

Jan. 18, 1961

Jan. 18, 1961

Date

Date

- | | | |
|---|-------------------|-------------------|
| 13. Do you believe that the employee is capable of performing duties on a higher level than those presently performed? | <u>Yes</u> | <u> </u> |
| 14. Has there been frequent contact with employee to provide any needed special assistance and guidance in the performance of his duties? | <u> </u> | <u> </u> |

When As needed in training. By whom? Supervisor.

15. After careful analysis of the employee's services, conduct and leave record, the following recommendation is made:

☒ a. I certify that the performance, conduct and general character traits of the employee named herein have been satisfactory and the employee should be continued in employment.

☐ b. The employee be continued, but that his performance be closely observed and a

☐ c. The appointment be terminated at this time because

(answer below)

1. Does the employee violate the leave regulations of the Organization?

2. Has the employee's tardiness record been satisfactory?

3. Does employee use sick leave as it accumulates?

Leave balance as of _____
Sick _____ Annual _____

4. Does employee comply with regulations and routine of operations as prescribed?

5. Does he cooperate with both supervisor and co-workers in their working relationships?

6. Additional comments which will assist in the evaluation of the employee:

7. When deficiencies have been called to his attention, does he:

(a) Show resentment?

(b) Fail to show improvement?

8. Does employee meet production requirements?

9. Does the employee show an interest for and seem to like the work he is doing?

10. Does he display quality and accuracy in performance of assignments?

11. Has there been any reason to question the employee's physical fitness to perform

This rating has been discussed with me.

duties of the position to which assigned?

12. Has employee demonstrated any special skills or aptitudes?

13. Has employee demonstrated any special skills or aptitudes?

Employee

Supervisor

Jan. 18, 1961

Jan. 18, 1961

Date

Date

13. Do you believe that the employee is capable of performing duties on a higher level

than those presently performed?

14. Has there been frequent contact with employee to provide any needed special assistance and guidance in the performance of his duties?

When he needed in training. By whom? Supervisor.

ORIENTATION BY SUPERVISOR
CHECK LIST

Name Adam Hill Position Helper (General) EOD Date 7-5-60

During the employee's first few days on the job the Supervisor will instruct in the following matters, checking each item as it is discussed:

- ☐ 1. Acquaint the employee with his surroundings, co-workers, and key people in the section.
- ☐ 2. Explain your responsibility as supervisor and the line of supervision.
- ☐ 3. Explain the objectives of the section and its relation to the Division.
- ☐ 4. Make available to employee a copy of his job description and explain the duties thereon. Show him any hazards the work may have and what protective measures he should take.
- ☐ 5. Explain and emphasize safety rules and regulations.
- ☐ 6. Inform employee as to what constitutes a satisfactory standard of performance in terms of quantity, quality, and job attitude.
- ☐ 7. Explain general office practices such as relief period, lunch periods, and hours of duty.
- ☐ 8. Explain vacation policy, and granting of annual leave. Advise employee whom to call for emergency annual leave or in reporting sick leave.
- ☐ 9. Explain the use of any special tools, equipment, and any written instructional material.
- ☐ 10. Assign employee to specific duties.
- ☐ 11. Explain to employee the security regulations of the division to which he is assigned.

Supervisor

Date

John J. Chacon
668 So Raleigh
Denver 19 Colo.

WE-6-4286

OCT 12 1960

To M & R-2/17/60
Frank utd to card

FEB 6 - 1961

Mr. Chacon came to
my office to see if
he could remain in div.

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S							
JANUARY							FEBRUARY							MARCH 1960							APRIL							MAY							JUNE						
					1	2		1	2	3	4	5	6		1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4									
3	4	5	6	7	8	9	7	8	9	10	11	12	13	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14							
10	11	12	13	14	15	16	14	15	16	17	18	19	20	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21							
17	18	19	20	21	22	23	21	22	23	24	25	26	27	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28							
24	25	26	27	28	29	30	28	29						27	28	29	30	31		24	25	26	27	28	29	30	29	30	31				26	27	28	29	30				
JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
					1	2		1	2	3	4	5	6		1	2	3					1						1	2	3	4	5		1	2	3					
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31	

LAST MONTH							JUNE							NEXT MONTH						
MAY							SUN	MON	TUE	WED	THU	FRI	SAT	JULY						
S	M	T	W	T	F	S								S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4						1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30
														31						

ENGAGEMENTS

FRI. 24 JUNE

MEMORANDA

8:00
8:30
9:00
9:30
10:00
10:30
11:00
11:30
12:00
12:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5:00
5:30

^{10/15/60}
Lee Johnson

Miller likes

Frank to
pour &
teach

(OK)

weged sub. Man.

~~Check
operations~~

~~1 - Red shifts~~

~~1:00 - Blue~~

~~L Dalsant~~

Chiron ^{Gene} ^{wed}
10/12 ✓

abl 10/10 on

10/11

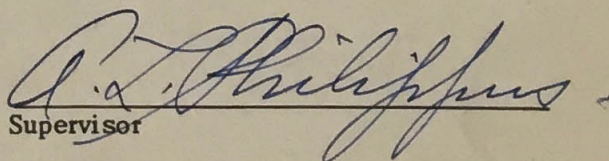
Loaner from M & R
to replace Funk to
M & R -

ORIENTATION BY SUPERVISOR
CHECK LIST

Name John J. Chacon Position Helper (General) EOD Date 10-12-60

During the employee's first few days on the job the Supervisor will instruct in the following matters, checking each item as it is discussed:

- ☐ 1. Acquaint the employee with his surroundings, co-workers, and key people in the section.
- ☐ 2. Explain your responsibility as supervisor and the line of supervision.
- ☐ 3. Explain the objectives of the section and its relation to the Division.
- ☐ 4. Make available to employee a copy of his job description and explain the duties thereon. Show him any hazards the work may have and what protective measures he should take.
- ☐ 5. Explain and emphasize safety rules and regulations.
- ☐ 6. Inform employee as to what constitutes a satisfactory standard of performance in terms of quantity, quality, and job attitude.
- ☐ 7. Explain general office practices such as relief period, lunch periods, and hours of duty.
- ☐ 8. Explain vacation policy, and granting of annual leave. Advise employee whom to call for emergency annual leave or in reporting sick leave.
- ☐ 9. Explain the use of any special tools, equipment, and any written instructional material.
- ☐ 10. Assign employee to specific duties.
- ☐ 11. Explain to employee the security regulations of the division to which he is assigned.


Supervisor

OCT 12 1960

Date

Office Memorandum • UNITED STATES GOVERNMENT

TO : **Payroll Section**
Cash & Deposits Division
Melting & Refining Div.
Capt. Widmer

FROM : **Personnel Office**

DATE: **October 11, 1960**

SUBJECT: **New Employee - John J. Chacon**

This is to inform you that Mr. John J. Chacon is to report for duty on Wednesday, October 12, 1960. He is to report to Mr. Philippus in the Cash & Deposits Division. (Mr. Chacon is officially assigned to the Melting & Refining Division, but is being loaned to the Cash and Deposits Division). He is to report for duty at 8:00 A. M.

Card #36

To m + R - 2/17/61

Funk Reld to e rd

Office Memorandum • UNITED STATES GOVERNMENT

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Cash & Deposits Division
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To m + R - 2/17/61

Funk Ret'd to e + d

**TREASURY DEPARTMENT
NOTIFICATION OF PERSONNEL ACTION**

1. NAME (LAST [CAPS]—First—Middle—Mr.—Miss—Mrs.) CHACON, John J. (Mr.)	2. DATE OF BIRTH 9-24-34	3. IDENTIFICATION (optional) Appvd. on Personnel No. 112 (1960) 12-2-60.
---	---	---

4. THIS IS AN OFFICIAL NOTICE OF THE PERSONNEL ACTION DESCRIBED BELOW, WHICH AFFECTS YOUR EMPLOYMENT. GENERAL INFORMATION CONCERNING YOUR EMPLOYMENT APPEARS ON THE REVERSE SIDE OF THIS FORM.

5. NATURE OF ACTION (standard terminology must be used) Conversion to Career-Conditional Appointment	6. EFFECTIVE DATE OF ACTION 12-11-60	7. CIVIL SERVICE OR OTHER LEGAL AUTHORITY Mint Bd. of U.S.C.S. Examiners, Cert. Mint-9 (1960), 12-5-60.
FROM— Helper (General) Ungr. \$2.12 p/h Bureau of the Mint U. S. Mint, Denver, Colorado Melting & Refining Division Ingot Melting Section Denver, Colorado	8. POSITION TITLE AND NUMBER 9. SERIES, GRADE, SALARY 10. NAME AND LOCATION OF OFFICE BY WHICH EMPLOYED 11. DUTY STATION	TO— Helper (General) Ungr. \$2.12 p/h Bureau of the Mint U. S. Mint, Denver, Colorado Melting & Refining Division Ingot Melting Section Denver, Colorado

<input type="checkbox"/> Yes	12. APPORTIONED POSITION	<input type="checkbox"/> Yes <input type="checkbox"/> Apportionment Waived STATE: <input type="checkbox"/> Proved
-------------------------------------	---------------------------------	--

13. VETERAN PREFERENCE <table border="1" style="width:100%"><tr><td>No</td><td>5-pt.</td><td>10-pt. Disab.</td><td>10-pt. Other</td></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>	No	5-pt.	10-pt. Disab.	10-pt. Other	<input checked="" type="checkbox"/>				14. TENURE GROUP II	15. POSITION OCCUPIED IS IN THE: <table border="1" style="width:100%"><tr><td><input checked="" type="checkbox"/> Competitive Service</td><td><input type="checkbox"/> Excepted Service</td></tr></table>	<input checked="" type="checkbox"/> Competitive Service	<input type="checkbox"/> Excepted Service
No	5-pt.	10-pt. Disab.	10-pt. Other									
<input checked="" type="checkbox"/>												
<input checked="" type="checkbox"/> Competitive Service	<input type="checkbox"/> Excepted Service											

16. APPROPRIATION S&E, Bu.' of the Mint From: July 1, 1960 To: June 30, 1961	17. PAYROLL DEDUCTIONS <table border="1" style="width:100%"><tr><td>CSR</td><td>FICA</td><td>FEDM</td></tr><tr><td><input checked="" type="checkbox"/></td><td></td><td><input checked="" type="checkbox"/></td></tr></table>	CSR	FICA	FEDM	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	18. DATE OF APPOINTMENT AFFIDAVITS (accessions only) 12-9-60
CSR	FICA	FEDM						
<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>						

19. REMARKS:
☒ a. Subject to completion of 1 year probationary (or trial) period commencing **10-12-60.**
☒ b. Service counting toward career (or permanent) tenure from: **12-11-60.**

Separations: Show reasons below, as required. Check, if applicable: ☐ c. During probation ☐ d. From appointment of 6 months or less

Attached: Form 61.

Employee has served under Temporary Appointment at the Mint since 10-12-60.

20. EMPLOYING DEPARTMENT OR AGENCY U. S. MINT DENVER, COLORADO	21. SIGNATURE (or other authentication) AND TITLE Director of the Mint December 15, 1960
22. OFFICE MAINTAINING OFFICIAL PERSONNEL FOLDER (if different than item 19, above) Bu. of the Mint, Washington 25, D. C.	23. DATE:

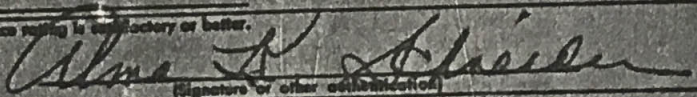
C + D

1. Agency and organizational designation U. S. Mint, Denver, Colorado, Minting & Refining Division		2. Payroll period 1/22- 2/4/61	3. Step No. D-1	4. Step No. 1
5. Employee's name (and social security account number when appropriate) John J. Chasen, Halper (General)		6. Grade and salary Ungr. \$2.25 p/h		

PAYROLL CHANGE DATA

	BASE PAY	OVERTIME	GROSS PAY	RET.	FEDERAL TAX	BOND	F. I. C. A.	STATE TAX	GROUP LIFE INS.	HEALTH BENEFITS	NET PAY
7. Previous normal	169.60		169.60	11.02	7.50			.75	1.25	5.82	143.26
8. New normal	180.00		180.00	11.70	9.70			.97	1.25	5.82	150.56
9. Pay this period					DITTO						

10. Remarks Wage survey pay adjustment approved by Treasury Wage Board 1-25-61.	11. Appropriation 2011616	12. Prepared by JB
		13. Audited by

<input type="checkbox"/> Periodic step-increase <input checked="" type="checkbox"/> Pay adjustment <input type="checkbox"/> Other step-increase				
14. Effective date 1-22-61	15. Date last equivalent increase	16. Old salary rate \$2.12 p/h	17. New salary rate \$2.25 p/h	18. Performance rating is satisfactory or better.  (Signature or other authentication) (Check applicable box in case of excess LWOP) <input type="checkbox"/> In pay status at end of waiting period. <input type="checkbox"/> In LWOP status at end of waiting period.
19. LWOP data (Fill in appropriate spaces covering LWOP during following period(s).) Period(s): _____ <input type="checkbox"/> No excess LWOP. Total excess LWOP _____				

OCT 25 1961

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title and Grade: Machine Operator, Rolling & Cutting Section

Organization: Coining Division, Rolling & Cutting Section

General Objective

To operate slitter, blanking presses, transfer car, cranes and conveyors; also to assist in the operation of 18" rolling mills as a crew member.

Amount of Work

Strip Slitter - Satisfactory performance requires that the employees operate the strip slitter, including handling coils to and from the slitter, on the following production schedule:

Cents Coils, 410 Lbs. each	14 Coils per hour
Nickel Coils, 410 Lbs. each	13 Coils per hour
Dime Coils, 480 Lbs. each	12 Coils per hour
25 Cent Coils, 480 Lbs. each	12 Coils per hour
50 Cent Coils, 480 Lbs. each	14 Coils per hour

Blanking Presses - The employee is required to operate high speed blanking press on slit rings of finished strip at the following production rate:

	<u>Bliss Presses</u>	<u>G. E. Presses</u>
Cent Rings, 200 Lbs. each	8 per hour	6½ per hour
Nickel Rings, 200 Lbs. each	7 per hour	6 per hour
Dime Rings, 225 Lbs. each	5½ per hour	5 per hour
25 Cent Rings, 225 Lbs. each	7½ per hour	7 per hour
50 Cent Rings, 225 Lbs. each	8 per hour	8 per hour

Finish Rolling Mill - The employee is required to feed strips and coils weighing 410 to 480 Lbs. each into the finishing mill, with the assistance of an associate sharing equal responsibility in maintaining the following production schedules:

Cent - 36 strips, 410 Lbs. each - 1 coiling pass and 5 passes on coils to finish in 2 hours, 20 minutes.

Nickel - 36 strips, 410 Lbs. each - 1 coiling pass in 13 minutes; 5 passes on annealed coils to finish in two hours, 10 minutes.

Silver - 36 strips, 480 Lbs. each, 3 passes before anneal in 40 minutes.

Half Dollar - 36 annealed coils, 480 Lbs. each, 3 passes to finish in one hour, 50 minutes.

Quarter - 36 annealed coils, 480 Lbs. each, 4 passes to finish in two hours, 20 minutes.

Dime - 36 annealed coils, 480 Lbs. each - 5 passes to finish in two hours, 50 minutes.

The employee is required as a crew member to assist in maintaining the operation of the breakdown mill on the following production schedules:

Cent - 12 ingots, 410 Lbs. each, 13 passes in 40 minutes
Nickel - 12 ingots, 410 Lbs. each, 18 passes in one hour
Silver - 12 ingots, 480 Lbs. each, 11 passes in 35 minutes
12 annealed slabs, 480 Lbs. each, 5 passes in 25 minutes.

Quality of Work

Satisfactory performance requires that the employee coordinate his work with others; see that the machines he operates produce material meeting quality requirements; observe and report defects in equipment being operated or of material produced; keep different kinds of material from becoming mixed; follow foreman's instructions regarding details of operating procedures; maintain clean and orderly conditions in the immediate working area; and work in a manner contributing to the safety of himself and others.

Dependability

Satisfactory requires that the employee be regular in attendance, consistent in the use of working hours to the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

Conduct

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to avoid abuse of sick and annual leave privileges. He is expected to willingly work with others and assist in any necessary group effort.

Date

Rating Officer

Date

Reviewing Officer

INCUMBENT'S CERTIFICATION

I have received a copy of these performance requirements and understand the performance I will be required to render.

Date

Incumbent

10/27/61

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

P E R F O R M A N C E R E Q U I R E M E N T S

Position Title and Grade: Machine Operator

Organization: Coining Division ✓

General Objective

To operate counting machines, upsetting mills, automatic scales, electric lift trucks and hoists; also to assist others in the operation of other types of equipment as assigned.

Quantity of Work

COUNTING & REVIEWING SECTION:

The employee is required to operate a hopper stand of two counting machines and a portable sewing machine in the counting and bagging of coin at the following rates:

Half Dollar	30 bags per hour
Quarter	24 bags per hour
Dime	20 bags per hour
Nickel	20 bags per hour
Cent	25 bags per hour

The employee, working with a partner sharing equal responsibility for the amount of work done, is required to handle bagged coin on to the balance for weighing and off to pallets at the following rates:

Silver Coin	200 Bags per hour
Nickel	200 Bags per hour
Cent	300 Bags per hour

UPSETTING SECTION:

The employee is required to operate a dual automatic feed upsetting mill in the upsetting of blanks at the following rates:

Half Dollar	36,000 Oz. per hour
Quarter	32,000 Oz. per hour
Dime	18,000 Oz. per hour
Nickel	35,000 Oz. per hour
Cent	25,000 Oz. per hour

AUTOMATIC SCALES SECTION:

The employee is required to operate automatic scales with drum hopper feed at the following rates:

	<u>Machine Operated</u>	<u>Blanks Weighed per Hour</u>
Half Dollar	2	7,000 Oz. per hour
Quarter	3	5,200 Oz. per hour

PROCESS WEIGH SECTION:

The employee is required to operate crane and load and unload balance at the rate of 140,000 ounces of blanks or coin per hour. He is required to operate electric lift truck in transporting coinage material to and from the various operating sections at the rate of 280,000 ounces per hour.

Quality of Work

Satisfactory performance requires that the employee coordinate his work with others; see that the accuracy and orderliness in performing work is maintained; be alert to observe and report defects in equipment being operated or material processed; keep different kinds of materials from becoming mixed; carry out instructions of supervisor regarding details of operating procedures; consistently work in a manner contributing to the safety of himself and others.

Dependability

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours to the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

Conduct

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to willingly work with others and assist in any necessary group effort. He is expected to avoid abuse of sick and annual leave privileges.

10727/61

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title and Grade: Die Setter

Organization: Coining Division

General Objective

To set dies in the coining presses and make adjustments and minor repairs necessary to the stamping of blanks into coin.

Quantity of Work

The employee is required to perform all of the operations involved in the setting of dies in coin presses and the making of necessary adjustments in minimum time to avoid excessive loss of machine production time. Adequate performance under normal conditions requires that the changing of a complete set of dies in a press be made in 30 minutes, and that a press be changed from one denomination to another in 1 hour and 15 minutes. The employee is also required to efficiently employ available time in the handling and preparation of coinage dies and in the inspection, adjustment, and minor repair of presses and feeding equipment.

Quality of Work

Satisfactory performance requires that the employee coordinate his work with others; exercise sufficient skill in setting dies to produce coin of quality acceptable to the supervisor; demonstrate ability to recognize improper press function and make corrective adjustments or repairs; carry out procedures for handling and accounting for dies with consistent accuracy. He shall consistently work in a manner contributing to the safety of himself and others.

Dependability

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours for the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

Conduct

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to willingly work with others and assist in any necessary group effort. He is expected to avoid abuse of sick and annual leave privileges.

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title and Grade: Pressman

Organization: Coining Division

General Objective

To operate coining presses in the stamping of blanks into coin.

Quantity of Work

The employee is required to operate five coin presses regularly and up to eight presses for a limited time such as lunch periods or in emergency situations. Press Operation includes: keeping press hoppers supplied with blanks, inspecting sample coins with hand magnifying glass at least once before dumping each catch trap; delivering stamped coin from presses to gathering trucks via dolly and hoist; lubricating presses; starting and stopping presses and correcting minor malfunction; and keeping working area clean.

Quality of Work

The employee shall be accurate in carrying out procedures for inspection of coins coming from presses to maintain effectiveness in detecting and eliminating defective coin. He shall take good operational care of presses in such matters as lubrication, detection of faulty press operation and cleanliness. He shall consistently work in a manner contributing to the safety of himself and others.

Dependability

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours for the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

Conduct

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to avoid abuse of sick and annual leave privileges. He is expected to willingly work with others and assist in any necessary group effort.

CENTS

Value Recd. \$

Corrected Value \$

Bag
No.Weighed in
Ounces

Differences

Bronze
ValueSteel
ValueBronze
To BeSteel
To Be

Total

A. L. Philippus 8200 00 1262 00 190 08

E. J. Broadwater 4427 16 685 39 8597

C K Gant 4148 58 754 21 104 02

E E Johnstone 871 72 157 00 21 41

G M Woodrow 7858 22 1412 95 225 74

D A Aiton 5899 25 601 47 59 18

R E Berner 6140 89 1006 36 137 99

J E Collins 5755 12 716 12 83 67

C D Davis 5803 44 572 69 56 33

D C Fiest 5881 38 420 16 30 28

L E Funk 5856 00 572 00 56 68

A Hill 5099 15 445 71 35 73

W S Johnson 6579 85 1056 20 150 86

R C Langhorn 5985 87 858 89 108 52

F Y Miyazawa 5184 40 900 36 123 65

T W Schrock 6462 09 1161 09 174 38

J Valdez 5546 19 614 18 59 45

T R E A S U R Y - D E P A R T M E N T

UNITED STATES MINT SERVICE

Denver 4, Colorado

June 1, 1962

NOTICE TO THE PUBLIC:

Due to the annual settlement being made at the Mints during June, deposits received at this institution after June 15 will not be paid for until after July 1, 1962.

(Mrs.) Fern V. Miller
Superintendent

AUG 13 1962

- X LeGrande
- X Broadwater
- X Aiton
- X Berner
- X Collins
- + Johnson
- + Davis
- X Fiest
- + Funk
- X Schrock
- + Hill
- + Langhorn
- + Mizogawa
- + Valdez

June 1, 1963

Denver 4, Colorado

UNITED STATES AIR FORCE

RECEIVED - DEPT. OF DEFENSE

be a lot more after July 1, 1963

one, because received at this installation after June 10 will not be

due to the current schedule being made at the time of writing

NOTICE TO THE PUBLIC

UNITED STATES GOVERNMENT

Memorandum

TO : Mr. Monahan
: Mr. Phillippus ✓
: Capt. Widmer

Mr. Jamieson
Mr. Miller
Mr. Judge

DATE: August 1, 1962

FROM : William A. Manning

SUBJECT: "Treasury Department Qualification and Skills Updating Inventory" Forms

Enclosed are copies of "Treasury Department Qualification and Skills Updating Inventory" forms. The Bureau has instructed us to have these questionnaires completed by all supervisory and non-supervisory wage board employees and all other employees in grade GS-4 and below.

Will you please have such employees under your supervision complete the forms as soon as possible. The completed forms should be returned to the Personnel Office no later than August 24 as we must make a report to the Bureau concerning this survey.

Enclosures

TREASURY DEPARTMENT QUALIFICATION AND SKILLS UPDATING INVENTORY

INSTRUCTIONS: From time to time Treasury employees through off-the-job attendance at school and participation in self-development activities increase their skills and qualifications to a significant degree, but for some reason or another fail to make this information part of their official record. Other employees may possess needed specialized skills and qualifications which they are not currently using and which

aren't purposely reflected in their records.

By completing this form you will have the opportunity to make sure your record is up to date. It will also provide your supervisor and the Personnel Officer an opportunity to make a summary review of your qualifications in terms of immediate and anticipated personnel requirements.

NAME <div style="display: flex; justify-content: space-between; font-size: small;"> (Last) (First) (Middle Initial) </div>			DATE OF BIRTH	SEX <div style="display: flex; justify-content: space-between; font-size: x-small;"> <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE </div>
POSITION TITLE			SERIES	GRADE GS OTHER:
ORGANIZATIONAL UNIT <div style="display: flex; justify-content: space-between; font-size: x-small;"> (Office) (Division) (Branch) (Section) </div>				

List U.S. Civil Service Examinations you have passed during the past 5 years (Omit the exam for the position you now hold)		How long have you worked in	
TITLE	YR. TAKEN		YRS. MOS.
		(a) your present office?	
		(b) the Treasury Department?	
		(c) your present position?	
		(d) your present grade level?	

EDUCATION AND TRAINING

Circle the highest education level achieved Primary 1 2 3 4 5 6 7 8 High School 1 2 3 4 College 1 2 3 4 5 6 7 Trade or Business ½ 1 1½ 2 3 4	Show all education above high school				List all courses completed during the past 2 years (off the job)	
	SCHOOL AND COURSE	FROM	TO	Degree Certif.		

SPECIAL SKILLS AND QUALIFICATIONS

In the space provided below, list any special skills, talents, or other qualifications which you believe should be highlighted in your record in connection with possible future assignments.

Add any general comments you wish to make on the reverse.

AVAILABILITY

If your skills and qualifications could be more effectively utilized by assigning you to another position

Would you accept such an assignment only in certain geographical locations? (If yes, list locations on reverse)

☐ YES ☐ NO

Would you accept such an assignment in another Treasury organization? (If yes and your choice is limited, signify the limitations on the reverse)

☐ YES ☐ NO

SIGNATURE OF EMPLOYEE	DATE
-----------------------	------

agement and better work production programs, agencies can get along with less employees.

Consequently, agencies soon will be directed to make an intensive effort to eliminate unnecessary jobs.

CSC and Budget officials feel that this can be done without firing anyone. They feel that merely by not filling some of the numerous vacancies in Government that occur each year through regular turnover, a substantial reduction in jobs can be achieved.

The CSC already has asked agencies to review their vacancies with the view of only filling those absolutely necessary. However, the Administration's forthcoming action will be along much stronger lines in directing agencies to hold down the number of jobs.

Ironically, some of the congressmen making the biggest fuss about the sharp increase in Federal jobs voted for the additional appropriations that make this possible. After all, agencies can't hire new employees unless Congress votes the money.

Nevertheless, CSC and Budget officials feel that agencies can get along with less employees and that every effort should and must be made along these lines.

SENATE UNIT OKAYS PAY BILL--The Senate Civil Service Committee has approved pay legislation giving total two-phase pay raises ranging from 4 to 9 percent for Federal classified employees and about 11 percent for postal clerks and carriers. Postal supervisors and other postal officials would get increases of up to 15 percent or more.

(Continued on page 4)

CLASSIFIED SCHEDULE I

To be effective the first pay period beginning after enactment of the Act.

GRADE	Per annum rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$3,245	\$3,350	\$3,455	\$3,560	\$3,665	\$3,770	\$3,875	\$3,980	\$4,085	\$4,190
GS-2	3,560	3,665	3,770	3,875	3,980	4,085	4,190	4,295	4,400	4,505
GS-3	3,820	3,925	4,030	4,135	4,240	4,345	4,450	4,555	4,660	4,765
GS-4	4,110	4,250	4,390	4,530	4,670	4,810	4,950	5,090	5,230	5,370
GS-5	4,565	4,725	4,885	5,045	5,205	5,365	5,525	5,685	5,845	6,005
GS-6	5,035	5,205	5,375	5,545	5,715	5,885	6,055	6,225	6,395	6,565
GS-7	5,540	5,725	5,910	6,095	6,280	6,465	6,650	6,835	7,020	7,205
GS-8	6,090	6,295	6,500	6,705	6,910	7,115	7,320	7,525	7,730	7,935
GS-9	6,675	6,900	7,125	7,350	7,575	7,800	8,025	8,250	8,475	8,700
GS-10	7,290	7,535	7,780	8,025	8,270	8,515	8,760	9,005	9,250	9,495
GS-11	8,045	8,310	8,575	8,840	9,105	9,370	9,635	9,900	10,165	10,430
GS-12	9,475	9,790	10,105	10,420	10,735	11,050	11,365	11,680	11,995	12,310
GS-13	11,155	11,515	11,875	12,235	12,595	12,955	13,315	13,675	14,035	14,395
GS-14	12,845	13,270	13,695	14,120	14,545	14,970	15,395	15,820	16,245	16,670
GS-15	14,565	15,045	15,525	16,005	16,485	16,965	17,445	17,925	18,405	18,885
GS-16	16,000	16,500	17,000	17,500	18,000
GS-17	18,000	18,500	19,000	19,500	20,000
GS-18	20,000

CLASSIFIED SCHEDULE II

To be effective the first pay period beginning after January 1, 1964.

GRADE	Per annum rates and steps									
	1	2	3	4	5	6	7	8	9	10
GS-1	\$3,305	\$3,410	\$3,515	\$3,620	\$3,725	\$3,830	\$3,935	\$4,040	\$4,145	\$4,250
GS-2	3,620	3,725	3,830	3,935	4,040	4,145	4,250	4,355	4,460	4,565
GS-3	3,880	3,985	4,090	4,195	4,300	4,405	4,510	4,615	4,720	4,825
GS-4	4,215	4,355	4,495	4,635	4,775	4,915	5,055	5,195	5,335	5,475
GS-5	4,690	4,850	5,010	5,170	5,330	5,490	5,650	5,810	5,970	6,130
GS-6	5,235	5,410	5,585	5,760	5,935	6,110	6,285	6,460	6,635	6,810
GS-7	5,795	5,990	6,185	6,380	6,575	6,770	6,965	7,160	7,355	7,550
GS-8	6,390	6,600	6,810	7,020	7,230	7,440	7,650	7,860	8,070	8,280
GS-9	7,030	7,260	7,490	7,720	7,950	8,180	8,410	8,640	8,870	9,100
GS-10	7,690	7,945	8,200	8,455	8,710	8,965	9,220	9,475	9,730	9,985
GS-11	8,410	8,690	8,970	9,250	9,530	9,810	10,090	10,370	10,650	10,930
GS-12	9,980	10,310	10,640	10,970	11,300	11,630	11,960	12,290	12,620	12,950
GS-13	11,725	12,110	12,495	12,880	13,265	13,650	14,035	14,420	14,805	15,190
GS-14	13,615	14,065	14,515	14,965	15,415	15,865	16,315	16,765	17,215	17,665
GS-15	15,665	16,180	16,695	17,210	17,725	18,240	18,755	19,270	19,785	20,300

F.R. Bank of

Earnings - 1962

Forms W-2

T.A. #

Date Review

P-

CENTS

Value Recd. \$

Corrected Value \$

Bag No.	Weighed in Ounces	Differences	Bronze Value	Steel Value	Bronze Wt. Oz.	Steel Wt. Oz.	Mut. Steel Wt. Oz.
	A. L. Philippus		8200 00	1262 00	1262 00	190 08	
	E. J. Broadwater		4427 16	68539		8597	
	C K Gant		414858	75421		10402	
	E E Johnstone		87172	15700		2141	
	G M Woodrow		785822	141295		22574	
	D A Aiton		589925	60147		5918	
	R E Berner		614089	100636		13799	
	J E Collins		575512	71612		8367	
	C D Davis		580344	57269		5633	
	D C Fiest		588138	42016		3028	
	L E Funk		585600	57200		5668	
	A Hill		509915	44571		3573	
	W S Johnson		657985	105620		15086	
	R C Loughorn		598587	85889		10852	
	F Y Miyazawa		518440	90036		12365	
	T W Schrock		646209	116109		17438	
	J Valdez		554619	61418		5745	

see Cecil Gray
See Bill Johnson

9/28/62

Re use of Phos. Copper in
deposits such as Motorola & Justen
(Glen)

Assayer says

This is a de-oxygenizer

CASH & DEPOSITS DIVISION

SENIORITY LIST - Per Diem Employees

1-16-63

(Tenure in Division)

1. W. S. Johnson - 1938
2. J. E. Collins - 8-16-53
3. R. E. Berner - 10-3-55
4. D. C. Fiest - 2-13-56
5. D. A. Aiton - - 8-29-57
6. ~~L.~~ E. Funk - - 1-27-58
7. R. C. Langhorn- 7-7-58
8. C. D. Davis - 1-11-59
9. T. E. Schrock - 4-29-59
10. A. Hill - - - 7-5-60
11. F. Y. Miyazawa- 10-29-61
12. J. Valdez - - - 7-8-62

Items	Office	Vaults	Total
Fine Gold Bars		\$	
Gold Com. Bars \$			

S.S. DOLLARS \$ _____ \$ _____

HALVES \$

QUARTERS

DIMES

NICKELS _____

CENTS

CURRENCY 00-1-1 - 01010101

COUNTER CASH: 100.00

Dollars . . . _____

Halves

Quarters . . . _____

Dimes _____

Nickels . . .

Cents _____

Currency . . . _____

For Multilated_____

For Pyx Coin
TOTAL

Total Cash Assets. \$ _____

UNC. S.S. DOLLARS

In Vault

In Chr. Vault .

RECOINAGE:

Gold _____

Suby. Silver . . _____

Minor

TOTAL RECGE . . Cashier

Cashier

CASH & DEPOSITS DIVISION

SENIORITY LIST - Per Diem Employees

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12. J. Valdez - - - 7-8-62

Items	Office	Vaults	Total
Fine Gold Bars	\$ _____		
Gold Com. Bars \$ _____			
<hr/>			
S.S. DOLLARS	\$ _____		\$ _____
HALVES \$ _____	\$ _____		\$ _____
QUARTERS _____	_____		_____
DIMES _____	_____		_____
NICKELS _____	_____		_____
CENTS _____	_____		_____
CURRENCY _____	_____		_____
COUNTER CASH:			
Dollars _____			
Halves _____			
Quarters _____			
Dimes _____			
Nickels _____			
Cents _____			
Currency _____			
For Multilated _____			
For Pyx Coin _____			
TOTAL _____			
		_____

		Total Cash Assets. \$	_____
<hr/>			
UNC. S.S. DOLLARS			
In Vault _____			
In Chr. Vault . _____			
<hr/>			
RECOINAGE:			
Gold _____			
Suby. Silver . . _____			
Minor _____			
TOTAL RECGE . . . _____			
			Cashier

TREASURY DEPARTMENT - BUREAU OF THE MINT

APR 5 - 1963

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title: ROLLER - 18" MILLS

Organization: Coining Division, Rolling & Cutting Section

GENERAL OBJECTIVE

To operate 18" breakdown mill or 18" finishing mill and related handling equipment in the rolling of large ingots for the production of coin blanks.

AMOUNT OF WORK

Satisfactory performance requires the operation of the breakdown mill at the following minimum production rates:

Cent - 12 ingots weighing 410 lbs. each reduced from 1.750" thickness to .225", 13 passes in 40 minutes.

Nickel - 12 ingots weighing 410 lbs. each reduced from 1.750" thickness to .610", 12 passes in 35 min.
12 ingots stretch from .610" to .220", 5 passes in 23 minutes.

Silver - 12 ingots weighing 480 lbs. each reduced from 1.750" to .610", 10 passes in 25 minutes.
12 ingots stretch from .610" to .225", 4 passes in 20 minutes.

Satisfactory performance requires the operation of the finishing mill at the following minimum production rates, using the x-ray gauge and automatic strip gauging equipment:

Cent - 36 strips, from .225" to .050" in 6 passes, 2 hours, 10 minutes.

Nickel - 36 strips, from .220" to .190" in 1 pass and transfer in 8 minutes.

36 annealed coils from annealing furnace .190" to .0645 ".
Finish in 5 passes, 1 hour, 45 minutes.

Silver - upcoil 4 passes for dimes and quarters reduced from .225" to .110" in 4 passes. 36 coils = 1 hour.

Silver upcoil, 3 passes for quarters reduced from .225" to .110" in 4 passes. 36 coils = 1 hour.

Half Dollar - 40 annealed coils from annealing furnace .130" to .067" in 5 passes, 2 hours, 40 minutes.

Quarter - 40 annealed coils from annealing furnace .110" to .0515 in 4 passes, 2 hours, 15 minutes.

Dime - 40 annealed coils from annealing furnace .110" to .040" in 4 passes, 2 hours, 35 minutes.

APR 5 - 1963

Performance Requirements
Roller - 18" Mills

QUALITY OF WORK

Satisfactory performance requires that the employee coordinate his work with others; operate mill and x-ray gauge controls in proper sequence and timing; follow prescribed rolling schedules; make such adjustments in the x-ray gauge controls, mill screwdown, roll cooling water and oil on strips as are necessary to control the material being rolled within desired limits; avoid damage to equipment; produce finished material meeting specifications; observe and report defects in equipment or coinage material; maintain clean and orderly conditions in the immediate working area and work in a manner contributing to the safety of himself and others.

DEPENDABILITY

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours for the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

CONDUCT

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to willingly work with others and assist in any necessary group effort. He is expected to avoid abuse of sick and annual leave privileges. When business requires going to another section, he is expected to complete the business at hand and return promptly.

TREASURY DEPARTMENT - BUREAU OF THE MINT

APR 2 - 1963

DENVER MINT

J O B D E S C R I P T I O N

Position Title: MACHINE OPERATOR

Organization: Coining Division

Primary Function:

To operate various production machines and power handling equipment used in the Coining Division. Also to operate or assist in the operation of other equipment in the Coining Division with the objective of meeting time and proficiency requirements for upgrading.

Working Procedures:

Upsetting Section

Operates dual automatic feed upsetting mill. Observes blanks feeding into upsetting mill to see that mill is operating properly. Inspects upset blanks to insure that mill product is satisfactory. Uses gauge to check blank for adherence to correct size. Cleans machine and working area. Operates lift truck in moving material to and from working area.

Automatic Scales Section

Operates automatic weighing machines. Watches machines to see that they are operating properly. Carefully notes supervisor's instructions as to classification of material being weighed and proper disposal of weighed blanks. Fills feeder drums with blanks. Sees that automatic feeder is working properly and that blanks keep moving continuously along feeder track. Keeps alert for alarm bell and light on each machine that indicates failure of feeder to deliver blanks into machine at sufficient rate. Assists in handling bulk material. Keeps machine and working area clean.

Counting & Reviewing Section

Counting:

Operates two automatic counting machines counting coin into bags, each bag being closed by sewing with portable sewing machine and loaded on to hand truck for mass weighing. Sees that counting machines are accurately set for denomination being counted so that no oversized pieces will pass through counter. Delivers loaded hand truck to balance for weighing operation and assists with weighing. Helps move material into and out of working vault. Keeps machines and working area clean.

APR 2 - 1963

Working Procedures (Continued):

Reviewing:

May be assigned to reviewing table for purpose of reviewing defective material and providing acceptable blanks for stamping into coin.

Bag Room Operation:

Prepares new bags by stamping required information on the face of the bag. Processes used bags by sorting according to denomination, then checking for holes and changing dates if necessary. Repairs damaged bags with patching machine. Stacks and counts bags according to production requirements.

Process Weigh Section

Operates electric high-lift and low-lift trucks in transporting blanks and coin between the Process Weigh Section and other sections of the Coining Division. Also transports coinage material with hand trucks and hand lift trucks. Operates electric crane.

Assists with weighing of material and keeping of related records.

All Other Sections of Coining Division

Operates or assists in the operation of equipment in various sections of the Coining Division primarily to obtain progressive experience for regular assignment to particular types of work required to carry on coinage operations. The types of work involved are operating coin presses, rolling mills, blanking presses, slitter, blank annealing and cleaning equipment and slab-coil annealing furnace.

Description of Level of Work Performed

(a) Supervision Received by Job -

Foreman or Assistant Foreman assigns machines to be operated, schedules work to be performed, and intermittently spot checks work for progress and quality.

(b) Supervision Exercised by Job -

None.

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Description of Level of Work Performed (Continued):

(c) Responsibility -

Responsible for following work methods correctly and at sufficient rate to maintain production requirements. Responsible for keeping machines operated under observation to detect irregularities in function or product. Responsible for observing safety rules.

(d) Job Knowledge -

Must have at least six months' experience as a helper and have attained sufficient proficiency to satisfactorily perform one or more categories of duties detailed in this job description.

(e) Mental Application -

Must be alert to follow work schedules correctly, watch product for quality, and detect improper functioning of equipment.

(f) Job Skill -

Must exercise sufficient skill in handling material and operating machines to maintain production at efficient level.

(g) Physical Demands -

Light to moderate physical exertion required in Upsetting and Process Weigh Sections. Moderate to heavy physical exertion required in other sections.

TREASURY DEPARTMENT - BUREAU OF THE MINT

MAR 28 1963

DENVER MINT

J O B D E S C R I P T I O N

Position Title: ROLLER - 18" MILLS

Organisation: Coining Division, Rolling & Cutting Section

Description of Kind of Work Performed:

Primary function is the operation of 18" breakdown mill and 18" finishing mill in the rolling of large ingots into finished strip for the production of coinage blanks. Also, as circumstances require, the incumbent may operate other equipment such as strip slitter, blanking press, or slab-coil annealing furnace.

Nature of Operation -

Material operated on is ingots of bronze, cupro-nickel, and silver, which are 1 3/4" thick X 12" wide X 60" long and weigh 410 to 480 pounds. The breakdown mill reduces the 1 3/4" thick ingots to .230" thickness in 12 to 15 passes. At this stage the ingots have lengthened to 37' long slabs. The slabs are then transferred by crane to the finishing mill where they are reduced to precise finished thicknesses in 6 to 9 passes, the final product being coiled strip ready for slitting and blanking. Annealing is required at two stages in the reduction of the cupro-nickel and silver ingots to condition the metal, and this requires removal of the material from the system and its return after annealing. All handling of material around the mills is done by conveyors, cranes and other mechanical devices.

Working Procedure -

Breakdown Mill

Operator controls mill and handling equipment in the mill circuit from station on the entry side.

Sets roll spacing with motor-driven screw-down on mill for successive reductions of slab according to prescribed rolling schedules. Feeds ingots and slabs into the mill with motor-driven roller entry conveyor. Controls motor-driven run-out roller conveyor which receives slabs as they are discharged from mill. On all except final pass he delivers slabs from run-out conveyor by push-off mechanism into power-driven chain cross-over conveyor. On final pass he reverses push-off and delivers slabs into receiving rack alongside run-out conveyor.

Working Procedure (Continued) -

Delivers slabs in cross-over conveyor on to power-driven roller return conveyor and thence into power-driven transfer wheel, which is located opposite and parallel to the mill entry conveyor. Operates transfer wheel to return slabs to entry conveyor as needed for feeding into mill. Regulates volume of cooling water sprayed on rolls to control head generated by rolling. Sprays oil or solvent on slabs entering mill as experience dictates to properly condition slab for each pass. As occasion demands, assists in loading entry conveyor rack with ingots or slabs, disengaging slabs that become stuck in conveyor system, transferring finishing material from the mill, and performs miscellaneous duties to promote operational efficiency.

Finishing Mill

On Entry Side:

Controls operation of mill and upcoiler from station on entry side of mill.

Sets roll spacing with motor-driven screw-down for successive reductions according to prescribed schedules, making corrections to hand micrometer gaugings of strip when necessary. All strip is in coiled form after first pass.

Regulates entry of strip into mill with pinch roll, directing helpers to manually push coiled strip into position to feed through mill. Inserts holding bar through coil to stabilize it as it unwinds into mill. Regulates cooling water to rolls and oil spray on to strip to maintain proper rolling conditions. Observes strip as it runs from mill and is coiled in upcoiler. Operates valve lever to eject coil from upcoiler at right instant to form tail of desired length. Operates cradle elevator to lift coil into position for run-off on to return conveyor.

As occasion demands, assists in transferring coils between storage conveyor system and finishing mill, in removing fouled material from mill, and performs miscellaneous duties to promote operational efficiency.

On Run Out Side:

Adjusts upcoiler for size coil desired as strips become thinner with each pass through mill. Straightens coil in cradle elevator after ejection from upcoiler. Signals operator on entry side of mill to raise elevator. Sees that coil moves off elevator on to return conveyor. Signals operator when to lower elevator. Assumes responsibility for seeing that gauge of finished strip is within required tolerance to produce good blanks as to weight.

Working Procedure (Continued) -

Gauges all coils on next to last pass with hand micrometer and marks gauge on coil as a guide for mill setting on final pass. Has test pieces and test coils rolled on final pass. Has test coils blanked and weighs samples to obtain variance from standard weight. Using this information in conjunction with gauge markings on coils from previous pass, adjusts mill for finishing pass of each coil through mill to obtain finished strip of correct gauge.

During periods of heavy production, 100% of time is devoted to performing the duties described above. During periods of reduced production, the incumbent may spend up to 40% of time on duties such as operation of strip splitter, blanking presses, or slab-coil annealing furnace.

Description of Level of Work Performed:

(a) Supervision Received by Job:

Supervision is exercised by Foreman or Assistant Foreman who assigns mill to be operated, schedules material to be rolled, and periodically checks the progress of the work.

(b) Supervision Exercised by Job:

Acts as lead man of mill crew to keep the work moving along and to see that certain details are taken care of as occasion arises.

(c) Responsibility:

Is responsible for abiding by safety rules and regulations issued for the protection of employees.

Responsible for handling mill and conveyor controls to obtain maximum output of a vital production unit. Responsible for accurately following rolling schedules to obtain required gauges of rolled material at all stages. Responsible for watching material and equipment to detect and report irregularities to foreman.

(d) Job Knowledge:

Must know how to operate 18" breakdown and finishing mills and related handling equipment used in rolling large ingots into slabs and coils of specified thicknesses. Must have had 18 months' experience in the Rolling & Cutting Section, including six months' progressive experience in all phases of work as a mill crew member.

(e) Mental Application:

Must be alert to follow rolling schedules accurately and operate mill controls at a rapid rate. Must keep material, rolling mill, and handling equipment under constant observation for irregularities.

(f) Job Skill:

Must be able to manipulate rolling mill and conveyor controls rapidly and in a highly coordinated manner to maintain large production volume. Must exercise good judgment in use of oil on strips, cooling water on rolls, and manipulation of screw-down to correct run of slab or strip when necessary. Special skill is required to constantly adjust finishing mill screw-down controls to micrometer readings in obtaining correct gauge of strip on finishing pass.

(g) Physical Demands:

Moderate to heavy physical exertion is required. Extremely noisy conditions exist.

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

MAR 28 1963

J O B D E S C R I P T I O N

Position Title: PRESSMAN

Organization: Coining Division, Coin Press Section

Primary function is the operation of coining presses in the stamping of blanks into coin.

Duties:

Operates four coining presses regularly and may operate additional presses under special circumstances.

Makes preparations for starting presses each morning as follows:

- Inspects machines for dirt or oil drippings and removes same.
- Opens glass cup oilers and services zerk grease fittings.
- Checks cup and ball and pin and shoe joints for lubrication.
- Brushes dies briskly with wire brush to get thoroughly clean.
- Fills feeder tubes with blanks and sets first blanks in collar over lower dies by hand.
- Puts feed hopper in place over feeder tube, tightens connection, and puts feeder drive-belt in operating position.
- Starts each press in turn, using inching button to make sure feeder fingers are operating properly in delivering blanks into collar holes. Then steps up press to full speed and makes final check for proper functioning. Inspects coins at once for defects.

Draws blanks from mezzanine chute into shuttle tray mounted on casters. Delivers blanks to each press with shuttle tray and fills press feeder hopper with blanks from tray, using hand scoop. Refills press feed hoppers periodically.

When catch trap, which receives stamped coin through delivery tube on press, becomes full, the pressman catches sample coins and examines them with magnifying glass for defects of any kind. If coins are all right, he dumps into tote box on casters located under it. When tote box becomes full of stamped coin, he shuttles it to nearby hoist, lifts it and dumps it into large tote boxes on truck.

Racks up about 300 ounces of coins in shaker tray every 2 hours and examines them for edge defects and mis-strikes. Gets die setter to check and approve coin.

Duties (Continued):

Stops press and cleans dies when coin defects due to dirt are found.

When coin defects due to any other cause are found, he stops press and calls die setter, who takes over until trouble is corrected.

Keeps batches of coin from catch trap containing defective pieces separate from good coin until it is reviewed and defective pieces removed.

When press feed hopper becomes fouled, the pressman detaches hopper and rotary assembly, dumps blanks from hopper, and looks for cause of trouble. If due to bad blank, he removes same, reassembles feeder and starts press again. If trouble is due to other causes, he calls die setter.

Watches press bearings for overheating, paying particular attention to cup & ball, pin & shoe, and crankshaft bearings, seeing that all items are properly lubricated.

Checks friction block guides for overheating and lubricates them lightly when needed with oil on fingertips.

Shuts down presses at end of shift as scheduled by foreman. Checks final coins stamped and delivers all coin into large tote boxes on trucks. Shuts off all oil cups. Dismantles feeding assembly, wipes all available working parts of press, replaces feed fingers and feeder tube on press, and covers press table and dies with cloth. Sweeps floor in vicinity of presses and checks for stray blanks or coin to complete check of material with Process Weigh Section.

Description of Level of Work Performed:

(a) Supervision Received by Job -

Supervision is received from the Foreman or Assistant Foreman who train and instruct pressmen in job routines and inspect work from time to time for adequacy.

(b) Supervision Exercised by Job -

None.

Description of Level of Work Performed (Continued):

(c) Responsibility -

Is responsible for abiding by the safety rules and regulations issued for the protection of employees.

Responsible for timely detection of every kind of defect in coin stamped by presses he operates. Responsible for observing and reporting defective functioning of presses operated.

(d) Job Knowledge -

Must have had 12 months' cumulative experience in the handling of metal alloy blanks, including six months' experience in the operation of stamping presses.

(e) Mental Application -

Must be alert to follow work procedures correctly, watch coin for defects, and quickly detect improper functioning of equipment operated.

(f) Job Skill -

Must exercise sufficient skill in operating coin presses and in handling material to maintain production volume at an efficient level. Must be able to recognize every type of coin defect.

(g) Physical Demands -

Considerable physical exertion is required. Work is performed from standing position and is continuous. Noisy conditions exist.

DENVER MINT

MAR 28 1963

J O B D E S C R I P T I O NPosition Title: MACHINE OPERATOR. ROLLING & CUTTINGOrganization: Coining Division, Rolling & Cutting SectionPrimary Function:

To assist in the operation of 18" rolling mills or, as assigned from day to day, to operate other machines and equipment in the Rolling & Cutting Section; namely, slitter, blanking presses, transfer car and conveyors.

Working Procedure:18" Breakdown Mill

Unloads ingots and annealed slabs from trucks to entry loading table or to storage on floor nearby, using electric crane and special lifting hooks.

Manually pushes ingots or annealed slabs from loading table on to mill entry conveyor for first pass through mill.

Frees slabs that get stuck in any part of conveying equipment which conveys slabs from discharge back to entry side of mill, using hand hook or crane to move slabs as necessary.

Sees that slabs returning to entry conveyor from transfer wheel are in proper position to move into the mill.

Pounds, bars, or prys bent or crooked slabs that are difficult to enter into mill and occasionally, at the direction of the operator, uses crane to lift slab and turn it end for end so it will enter mill.

Operates valve to oil slabs entering mill as directed.

Assists in transferring stacks of rolled slabs from discharge rack of breakdown mill to entry rack of finishing mill or to storage on floor, operating crane and multiple hook lift as directed.

Assists in transferring slabs from discharge rack of breakdown mill to transfer car for transport to storage conveyors or to annealing furnace.

Operates transfer car as directed.

Assists in handling annealed slabs returning from furnace to entry side of breakdown mill.

Working Procedures (Continued):

Transports rolled slabs to alligator shear in basement and trims ends or cuts up bad ingots for scrap.

Cleans equipment and working area as directed.

18" Finishing Mill

Working with an associate, manually pulls rolled slabs from rack onto entry conveyor of finishing mill, using steel hook.

Manually pushes slabs into mill for first pass. Thereafter, material is in coils.

Operates air valve to lower stop on return conveyor, and releases coil which runs by gravity onto mill entry conveyor.

Operates air valve to close coil stop.

Operates air valve to open squeeze brake on return conveyor, releasing line of coils to move down by gravity against stop into position for releasing next coil.

Operates air valve to close squeeze brake.

Pulls coil against bumping block to straighten if necessary.

Trims tail of coil with hand held electrically driven roto-shear.

Pushes coil into mill against pinch roll stop, holding down tail to enter under hold-down roll.

When mill operator raises pinch roll, pushes coil into mill until rolls grab strip for run through mill. Often has difficulty and must impart rotating motion to coil to get rolls to grab strip or back out coil and try again.

Assists in setting up portable conveyor section and transporting coils going from mill to annealing furnace or annealed coils returning from furnace to mill.

Assists in removing cobbled material from mill.

Cuts up cobbled material with power driven shear to prepare it for return to melting section.

Working Procedures (Continued):

Cleans equipment and working area as directed.

Slitter

Operates electric crane with lift hook in removing coils from finishing mill conveyor to storage on floor in vicinity of slitter.

Operates electric crane to load coil into feed cradle of slitter.

Starts slitter by push button control and enters coil into the machine, adjusting guide as needed to center strip.

Stops slitter after running a few feet and trims ends of slit strips with hand held electric roto-shear.

Inspects rotary chopper which chops up material slit from edges of strip to see if it is functioning properly.

Starts slitter again and guides slit strips into upcoiler.

Adjusts upcoiler to delivery size coil desired.

Sees that strips are coiling properly in upcoiler and increases speed of machine to desired running rate.

Observes slitter, chopper and upcoiler throughout run of each coil to detect faulty operation when it occurs.

Stops machine at end of run and trims end of slit strips with electric roto-shear.

Operates electric crane to unload slit coils from upcoiler to blanking presses or to storage on floor nearby.

Unloads chopped material in catch pan under chopper to steel gondola, using electric crane.

Loads ends trimmed from slit strips into steel gondola.

Moves steel gondolas with manually operated lift truck.

Keeps scrap material of different alloys separate, using special care in this regard.

Working Procedures (Continued):

Keeps machine and working area clean.

Reports mechanical troubles with equipment to foreman.

Blanking Presses

Starts blanking press and clip chopper by push button control.

Operates jib crane with lift hook to move coils to area near feed cradle of blanking press.

Rolls coil from floor into feed cradle.

Starts end of coil into feed rollers of blanking press.

Operates foot lever to throw blanks from entering end of strip to reject side of machine.

Observes material going through machine to see that press and clip chopper are functioning properly.

Inspects blanks coming from machine frequently for any imperfections.

Dumps blanks from catch box on press into steel gondola or tote box by hand.

Moves another coil into position for change without loss of time when coil in feed cradle runs out.

Rolls new coil into feed cradle as old coil runs out.

Operates foot lever to throw last blanks from end of strip to reject side of machine.

Operates hand lever to engage clutch on clip chopper to drive tail end of blanked strip into chopper after it comes from the press and is no longer driven by press feed rollers.

Starts new coil into blanking press with minimum interval after previous coil runs out.

Shuts off machine if defective material is being produced or strip becomes fouled in press or chopper.

Removes material fouled in machine, corrects trouble if possible, and starts machine again.

JOB DESCRIPTION
MACHINE OPERATOR, ROLLING & CUTTING
PAGE 5

Working Procedures (Continued):

Reports to foreman if unable to get machine in operating condition.

Dumps loaded tote boxes of chopped clips into steel gondola, using crane and lifting bail.

Takes samples of blanks coming from machine as directed by foreman.

Keeps defective material separate from good material.

Keeps material of different alloys separate, using special care in this regard.

Lubricates machine as directed by foreman. Cleans machine as directed by foreman.

Keeps working area clean.

Description of Level of Work Performed:

(a) Supervision Received by Job -

Foreman or Assistant Foreman assigns machines to be operated, schedules work to be performed, and intermittently spot checks work for quality. Receives directions from roll operator as to some details of the work when assisting in the operation of the 18" breakdown or finishing mill.

(b) Supervision Exercised by Job -

May direct helper or trainee as a partner in carrying on some details of the work.

(c) Responsibility -

Responsible for following work methods correctly and at sufficient rate to maintain production requirements. Responsible for keeping machines operated under observation to detect irregularities in function or product. Responsible for observing safety rules.

Description of Level of Work Performed (Continued):

(d) Job Knowledge -

Must have had 12 months' cumulative experience in performing the following types of work involved in the production of metal alloy blanks from large ingots:

Operation of mechanical equipment for handling of ingots, slabs and coils; assisting in the operation of large rolling mills, including the feeding of slabs and coils into the mills; operation of coil slitter; and operation of high-speed blanking presses.

(e) Mental Application -

Must be alert to follow work schedules correctly, watch product for quality, and detect improper functioning of equipment.

(f) Job Skill -

Must exercise sufficient skill in handling material and operating machines to maintain production volume at efficient level.

(g) Physical Demands -

Moderate to heavy physical exertion required. Extremely noisy conditions exist. Working room excessively warm in summer due to heating of metal caused by rolling and to heat from slab-coil annealing furnace.

APR 5 - 1963

DENVER MINT

APR 5 -

PERFORMANCE REQUIREMENTSPosition Title: MACHINE OPERATOR, ROLLING & CUTTINGOrganization: Coining Division, Rolling & Cutting SectionGENERAL OBJECTIVE

To operate slitter, blanking presses, transfer car, cranes and conveyors; also to assist in the operation of 18" rolling mills as a crew member.

AMOUNT OF WORK

Strip Slitter - Satisfactory performance requires that the employees operate the strip slitter, including handling coils to and from the slitter, on the following production schedule:

Cents Coils, 410 lbs. each	18 Coils per hour
Nickel Coils, 410 lbs. each	18 Coils per hour
Dime Coils, 480 lbs. each	12 Coils per hour
25 Cent Coils, 480 lbs. each	13 Coils per hour
50 Cent Coils, 480 lbs. each	14 Coils per hour

Blanking Presses - The employee is required to operate high speed blanking press on slit rings of finished strip at the following production rates:

	<u>Bliss Presses</u>	<u>G. E. Presses</u>
Cent Rings, 200 lbs. each	8 per hour	6½ per hour
Nickel Rings, 200 lbs. each	7 per hour	6 per hour
Dime Rings, 225 lbs. each	5½ per hour	5 per hour
25 Cent Rings, 225 lbs. each	7½ per hour	7 per hour
50 Cent Rings, 225 lbs. each	8 per hour	8 per hour

Finish Rolling Mill - The employee is required to feed strips and coils weighing 410 to 480 lbs. each into the finishing mill, with the assistance of an associate sharing equal responsibility in maintaining the following production schedules:

- Cent - 36 strips, 410 lbs. each - 1 coiling pass and 5 passes on coils to finish in 2 hours, 10 minutes.
- Nickel - 36 strips, 410 lbs. each - 1 coiling pass in 8 minutes; 5 passes on annealed coils to finish in 1 hour, 45 minutes.
- Silver - 36 strips, 480 lbs. each, 3 passes before anneal for half dollars in 50 minutes. Also 4 passes for Dimes and Quarters before anneal, 1 hour.
- Half Dollar - 40 annealed coils, 480 lbs. each, 5 passes to finish in 2 hours, 40 minutes.
- Quarter - 40 annealed coils, 480 lbs. each, 4 passes to finish in 2 hours, 15 minutes.
- Dime - 40 annealed coils, 480 lbs. each - 5 passes to finish in 2 hours, 35 minutes.

APR 5 - 1963

Performance Requirements
Machine Opr., Rolling & Cutting

The employee is required as a crew member to assist in maintaining the operation of the breakdown mill on the following production schedules:

Cent - 12 ingots, 410 lbs. each, 13 passes in 40 minutes.

Nickel - 12 ingots, 410 lbs. each, 12 passes in 35 minutes;
5 pass stretch, 25 minutes.

Silver - 12 ingots, 480 lbs. each, 10 passes, 25 minutes;
4 pass stretch, 20 minutes. 12 annealed slabs, 480 lbs. each,
4 passes in 20 minutes.

QUALITY OF WORK

Satisfactory performance requires that the employee coordinate his work with others; see that the machines he operates produce material meeting quality requirements; observe and report defects in equipment being operated or of material produced; keep different kinds of material from becoming mixed; follow foreman's instructions regarding details of operating procedures; maintain clean and orderly conditions in the immediate working area; and work in a manner contributing to the safety of himself and others.

DEPENDABILITY

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours to the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

CONDUCT

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to avoid abuse of sick and annual leave privileges. He is expected to willingly work with others and assist in any necessary group effort. When business requires going to another section, he is expected to complete the business at hand and return promptly.

TREASURY DEPARTMENT - BUREAU OF THE MINT

APR 9 - 1963

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title: ROLLER - 18" MILLS

Organization: Coining Division, Rolling & Cutting Section

GENERAL OBJECTIVE

To operate 18" breakdown mill or 18" finishing mill and related handling equipment in the rolling of large ingots for the production of coin blanks.

AMOUNT OF WORK

Satisfactory performance requires the operation of the breakdown mill at the following minimum production rates:

Cent - 12 ingots weighing 410 lbs. each reduced from 1.750" thickness to .225", 13 passes in 40 minutes.
Nickel - 12 ingots weighing 410 lbs. each reduced from 1.750" thickness to .610", 12 passes in 35 minutes.
12 ingots stretch from .610" to .220", 5 passes in 25 minutes.
Silver - 12 ingots weighing 480 lbs. each reduced from 1.750" to .610", 10 passes in 25 minutes.
12 ingots stretch from .610" to .225", 4 passes in 20 minutes.

Satisfactory performance requires the operation of the finishing mill at the following minimum production rates, using the x-ray gauge and automatic strip gauging equipment:

Cent - 36 strips, from .225" to .050" in 6 passes, 2 hours, 10 minutes.
Nickel - 12 strips, from .220" to .190" in 1 pass and transfer in 8 minutes.
36 annealed coils from annealing furnace .190" to .0645".
Finish in 5 passes, 1 hour, 45 minutes.
Silver - upcoil 4 passes for dimes and quarters reduced from .225" to .110" in 4 passes. 36 coils = 1 hour.
Silver upcoil, 3 passes for halves reduced from .225" to .130". 36 coils = 50 minutes.
Half Dollar - 40 annealed coils from annealing furnace .130" to .067" in 5 passes, 2 hours, 40 minutes.
Quarter - 40 annealed coils from annealing furnace .110" to .0515" in 4 passes, 2 hours, 15 minutes.
Dime - 40 annealed coils from annealing furnace .110" to .040" in 4 passes, 2 hours, 35 minutes.

TREASURY DEPARTMENT - BUREAU OF THE MINT

DENVER MINT

PERFORMANCE REQUIREMENTS

Position Title: MACHINE OPERATOR, ROLLING & CUTTING

Organization: Coining Division, Rolling & Cutting Section

GENERAL OBJECTIVE

To operate slitter, blanking presses, transfer car, cranes and conveyors; also to assist in the operation of 18" rolling mills as a crew member.

AMOUNT OF WORK

Strip Slitter - Satisfactory performance requires that the employees operate the strip slitter, including handling coils to and from the slitter, on the following production schedule:

Cents Coils, 410 lbs. each	18 Coils per hour
Nickel Coils, 410 lbs. each	18 Coils per hour
Dime Coils, 480 lbs. each	12 Coils per hour
25 Cent Coils, 480 lbs. each	13 Coils per hour
50 Cent Coils, 480 lbs. each	14 Coils per hour

Blanking Presses - The employee is required to operate high speed blanking press on slit rings of finished strip at the following production rates:

	<u>Bliss Presses</u>	<u>G. E. Presses</u>
Cent Rings, 200 lbs. each	8 per hour	6½ per hour
Nickel Rings, 200 lbs. each	7 per hour	6 per hour
Dime Rings, 225 lbs. each	5½ per hour	5 per hour
25 Cent Rings, 225 lbs. each	7½ per hour	7 per hour
50 Cent Rings, 225 lbs. each	8 per hour	8 per hour

Finish Rolling Mill - The employee is required to feed strips and coils weighing 410 to 480 lbs. each into the finishing mill, with the assistance of an associate sharing equal responsibility in maintaining the following production schedules:

Cent - 36 strips, 410 lbs. each, 1 coiling pass and 5 passes on coils to finish in 2 hours, 10 minutes.

Nickel - 12 strips, 410 lbs. each, 1 coiling pass in 8 minutes; 5 passes on annealed coils to finish in 1 hour, 45 minutes.

Silver - 36 strips, 480 lbs. each, 3 passes before anneal for half dollars in 50 minutes. Also 4 passes for Dimes and Quarters before anneal, 1 hour.

Half Dollar - 40 annealed coils, 480 lbs. each, 5 passes to finish in 2 hours, 40 minutes.

Quarter - 40 annealed coils, 480 lbs. each, 4 passes finish in 2 hours, 15 minutes.

Dime - 40 annealed coils, 480 lbs. each, 5 passes to finish in 2 hours, 35 minutes.

Performance Requirements
Machine Opr., Rolling & Cutting

The employee is required as a crew member to assist in maintaining the operation of the breakdown mill on the following production schedules:

Cent - 12 ingots, 410 lbs. each, 13 passes in 40 minutes.
Nickel - 12 ingots, 410 lbs. each, 12 passes in 35 minutes;
5 pass stretch, 25 minutes.
Silver - 12 ingots, 480 lbs. each, 10 passes, 25 minutes;
12 annealed slabs, 480 lbs. each, 4 passes in 20 minutes.

QUALITY OF WORK

Satisfactory performance requires that the employee coordinate his work with others; see that the machines he operates produce material meeting quality requirements; observe and report defects in equipment being operated or of material produced; keep different kinds of material from becoming mixed; follow foreman's instructions regarding details of operating procedures; maintain clean and orderly conditions in the immediate working area; and work in a manner contributing to the safety of himself and others.

DEPENDABILITY

Satisfactory performance requires that the employee be regular in attendance, consistent in the use of working hours to the job at hand with little loss of time for personal reasons, and show a sense of responsibility toward the work.

CONDUCT

Satisfactory performance requires that the employee adhere to the rules and regulations established for personnel of the Mint Service; that he show a cooperative attitude toward fellow workmen and supervisors and a sense of duty to the Mint organization. He is expected to avoid abuse of sick and annual leave privileges. He is expected to willingly work with others and assist in any necessary group effort. When business requires going to another section, he is expected to complete the business at hand and return promptly.

Philippos

SUPPLEMENTARY INSTRUCTIONS

May 14, 1963

Denver Mint Personnel Letter 63-5

JOB DESCRIPTIONS - WAGE BOARD JOBS

In Denver Mint Personnel Letter 63-4 (May 13, 1963) you were advised that a study of wage board wage rates is being undertaken in the Bureau of the Mint.

The first step in this study which will start immediately is a complete review of all wage board job descriptions in order to insure that they are current and accurate.

Supervisors should immediately start reviewing their wage board job descriptions since new descriptions with current dates and signatures are required. Attached to this letter are supplementary instructions for the guidance of supervisors in developing information under Item 7 of the job description form P.D. 76. Since all job descriptions must be submitted to the Bureau not later than August 16, 1963 it is imperative that this project be started at once. The Personnel Office will cooperate fully with supervisors in this program. Desk audits by a member of the Personnel staff will be made when deemed necessary.

Wm. A. Manning
Personnel Officer

Attachment

Distribution:

One copy to each Wage
Board Supervisor

SUPPLEMENTARY INSTRUCTIONS

IMPORTANT: Give complete answers as briefly as possible. Avoid repeating information. Exclude any information that is not relevant to the difficulty, responsibility and minimum qualification requirements of the job being described.

7. (a) SUPERVISION RECEIVED BY JOB

Under this heading give the job title of the worker's immediate supervisor and explain briefly the kind and degree of supervision given the worker. For example: Are oral or written instructions given? Are they of a general or specific nature? Does the worker follow blueprints, drawings and specifications? Is the worker's performance or work product checked or inspected? In short, just how closely is the worker controlled in his work by his supervisor?

(b) SUPERVISION EXERCISED BY JOB

Under this heading give the number of workers supervised, by job titles, and explain briefly the kind and degree of supervision exercised over them. For example: Are the instructions given subordinates general or specific, oral or written? Does occupant of job determine the method by which his subordinates will do their work? Does he lay out their work? Does he train subordinates? Does he check or inspect his subordinates' work performance or product? In short, just how closely does he control the work of his subordinates?

(c) RESPONSIBILITY

Under this heading explain briefly the worker's responsibility for the product, for conserving material, for preventing (1) damage to equipment, (2) spoilage, or (3) injury to other workers and for dealing with others. For example: What tools, equipment, materials or product may be lost or what injuries may result by the failure of the worker to do his job properly? (Note: Answer the preceding question only if the loss would be material in terms of time and money lost.) Are such losses likely to occur in light of existing regulations, instructions, inspections and supervision? Is the worker required to deal with others in his work? On what kind of matters? Does worker check or inspect other workers' performance or work products? If so, whose work and for what purpose?

(d) JOB KNOWLEDGE

Under this heading explain briefly the knowledge required of the worker by the job. For example: Indicate the kind and amount of experience and training required to perform the work. Give consideration to knowledge required of (1) machines and equipment used, (2) materials used, (3) working procedures and methods, (4) blueprints, and (5) shop mathematics. Must an apprenticeship be served in a trade in order to do the work, and if so, how long is the apprenticeship?

(OVER)

(e) MENTAL APPLICATION

Under this heading explain briefly the degree or amount of concentration, mental planning, or mental alertness demanded by the job. For example: Does the worker plan the sequence of operations necessary to accomplish his work? Is the job of a repetitive nature? Must the worker be constantly alert to prevent errors, or is the job one which requires only casual attention on his part? Is the worker required to originate designs, patterns or ways of doing things? Is the work performed of such variety as to require versatility on the part of the worker? Must the worker exercise independent judgment in his work, that is, what important decisions is he required to make?

(f) JOB SKILL

Under this heading explain briefly the speed, accuracy and dexterity required, the principal machines, tools, gauges and instruments used, and the degree of care and expertness required by the job. For example: What allowable errors or tolerances, required speed or other skill and production standards exist for the job? (Note: If equipment, machines, gauges, tools and instruments used on the job were explained under JOB KNOWLEDGE, do not repeat this information under this heading.)

(g) PHYSICAL DEMANDS

Under this heading explain briefly the demands placed on the worker by physical activities, working conditions, or hazards of the job. For example: Does the work have unusual requirements with respect to: walking, balancing, climbing, crawling, standing, stooping, kneeling, sitting, lifting, carrying, pushing, pulling, feeling, talking, hearing, seeing, etc.? Is the work performed under unusual working conditions? Consider conditions such as: heat, cold, wet, dusty, dirty, odors, noisy, lighting and ventilation, vibration, moving objects, cramped quarters, high places, etc. Is the work unusually hazardous, considering the likelihood of injuries occurring such as cuts, bruises, burns, sprains, hernia, fractures, impairment of sight or hearing, loss of parts, electric shocks, occupational diseases, etc.?

(h) OTHER JOB FACTORS

Under this heading explain briefly anything which bears on the difficulty, responsibility, or minimum qualification requirements of the job which has not been included in the above paragraphs.

Philippus

May 13, 1963

Denver Mint Personnel Letter 63-4

STUDY OF WAGE BOARD WAGE RATES

We have received notice that a study of the system used for fixing the pay of wage board employees in the Bureau of the Mint is being undertaken.

The study will cover a review and evaluation of all wage board jobs at the Philadelphia and Denver Mints and the New York and San Francisco Assay Offices. Pay plans used by Army and Air Force and by non-defense agencies will be studied. One of these plans may be adopted, if useable, or a modification of one or all plans may be developed.

It is anticipated that the study will continue for a period of approximately one year. During this time, regular and routine wage actions, such as promotions, reassignments, annual wage adjustments, etc., will continue to be processed in the usual manner.

Wm. A. Manning
Personnel Officer

Distribution:

One copy to each employee

JUL 8 - 1963

U. S. Mint, Denver, Colorado

(Date)

SUBJECT: Step Increase for _____ due on _____
(Name of Employee)

TO: _____
(Supervisor)

FROM: Personnel Office

The employee mentioned above will meet the time requirements for a step increase on the date shown. Before he may receive this increase, however, you, as his supervisor, must certify that his performance is at an "acceptable level of competence."

One of your most important supervisory responsibilities is to keep each employee continually aware of the quality of his work. If he shows any weaknesses that must be improved for effective work performance, you must let him know at once where he is falling below an acceptable level, how he can improve, and how he can be helped.

It is particularly important, therefore, that you review this employee's work performance and overall competence now. If there are any significant weaknesses in performance, or any major areas that need improvement, either of which seriously affect his acceptable level of competence, you should discuss them now with the employee. Such a discussion now will give the employee an opportunity to try to improve. It will let him know in advance that he has certain weaknesses which, unless eliminated, might very well result in the withholding of the step increase when the required waiting period is completed.

Please make certain that you keep a record of any such discussion you hold with the employee. This record will be important in acting upon any request for reconsideration the employee might make later. This notice itself may be used for recording the nature of the discussion held.

At least 60 days before the due date shown above, you should remind this employee in writing of any discussions you have had with him about conditions that might affect the granting of a step increase. Thereafter, at or around the due date, a final written determination as of the due date but covering the entire waiting period will also be required.

UNITED STATES CIVIL SERVICE COMMISSION
DENVER REGION
Building 41, Denver Federal Center
Denver, Colorado 80225

Announcement No. DE - 1(1964)
Issued: January 6, 1964
Open Until Further Notice

FEDERAL GOVERNMENT OPPORTUNITIES FOR

TYPISTS

GS-2 and GS-3

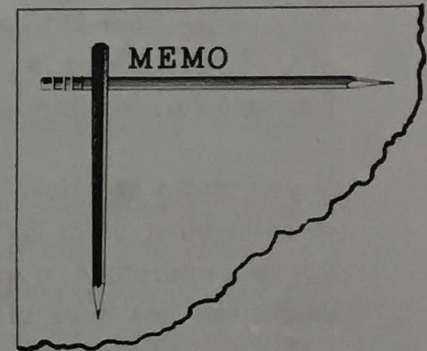
\$3620 to \$3880

AND

STENOGRAPHERS

GS-3 and GS-4

\$3880 to \$4215



IN

ARIZONA, COLORADO, NEW MEXICO, UTAH, WYOMING
and WASHINGTON, D. C.

ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR
EMPLOYMENT WITHOUT REGARD TO RACE, CREED, COLOR, NATIONAL ORIGIN OR SEX.

For Information about Citizenship, Kinds of Appointments, Physical Abilities Required, Veteran Preference, and Other General Information, See Civil Service Commission Pamphlet No. 4, "Working For The U. S. A." which you can get at most places where applications are available.

How to Apply

Send the application card form 5000AB to **only one** of the offices listed below under "**Offices Accepting Applications and Maintaining Eligibility Lists.**" This card should be sent to the office serving the area in which you reside. Be sure to show on the card the number of this announcement (DE-1 (1964), the position or positions you are applying for and where you wish to take the examination. (See "**Places of Examination**" on last page.) Other forms for you to fill out will be sent to you when you are notified when and where to report for the test. You may find upon applying that the examination is not currently "open" in your area. To avoid this you may wish to check on the current status of the examination or find where other examinations are open in your state or in other areas by contacting your nearest Civil Service Examination Point (any larger Post Office can tell you where such points are in your area); or by contacting the nearest Board of U. S. Civil Service Examiners (listed below under "**Offices Accepting Applications**"), or from the Director, Denver Civil Service Region, Building 41, Denver Federal Center, Denver, Colorado 80225.

If you attain an eligible rating under this announcement, you may establish additional eligibility for employment in other areas by sending a **Form 57** and your **Notice of Rating** to any of the offices specified below if you are interested in employment in the geographic area served by that office. However, where receipt of applications has been closed because the supply of eligibles is adequate, applications received from individuals from outside the state may be returned.

NOTICE: ANY ELIGIBILITIES ESTABLISHED PRIOR TO JANUARY 1, 1964 FOR TYPIST OR STENOGRAPHER WILL NOT BE TRANSFERRABLE TO THIS EXAMINATION. YOU MUST REAPPLY FOR CONSIDERATION UNDER THIS EXAMINATION.

Where to Get Forms or Information

Any of the following will be able to furnish you the necessary forms or give you general information about this examination. (1) Your nearest Commission examining point—your local Post Office can tell you where this is; (2) many college or business school placement offices; (3) any of the Boards of U. S. Civil Service Examiners listed below; (4) the Director, Denver Region, U. S. Civil Service Commission, Denver Federal Center, Denver, Colorado 80225.

Special Note

Stenographers and Typists are urgently needed in Washington, D. C. If you are interested in employment there in these positions you should send your application card (5000AB) to the office covering your area of residence. (See "**Offices Accepting Applications and Maintaining Eligibility Lists for Areas Indicated.**") Those who make eligible ratings may then send their notice and a completed "Application for Federal Employment" (Form 57) to the Civil Service Commission, Washington, D. C. 20415 for consideration for employment in the Washington area.

How to Qualify as a Typist

FOR GRADE GS-2: You must pass an examination which will include a test covering verbal abilities, a clerical aptitude test (including arithmetic computations), and a typing test consisting of typing an exercise from plain copy. In addition you must have completed or expect to complete within 9 months a 4 year high school course or have 6 months of "appropriate" experience. (See below for description of appropriate experience.)

FOR GRADE GS-3: You must make a higher score in each of the tests described for GS-2 (above) and, in addition, have had one academic year of substantially full-time study in a resident school above the high school level or have one year of "appropriate" experience. (See below under "Substituting Education" for the type of education that will meet the above requirement.)

How to Qualify as a Stenographer

FOR GRADE GS-3: You must meet the same requirements and take the same tests as for a GS-2 Typist, shown above, plus passing a stenography test. This test consists of dictation at the rate of 80 words per minute and questions to be answered from the dictation notes. You will not make any typewritten transcription of your notes. Any system of shorthand notes is acceptable provided that the notes are given to the examiner after they have been used to answer the dictation questions. The use of typewriters for making notes is not permitted as the noise of the machines would interfere with the dictation.

FOR GRADE GS-4: You must make a higher score in each of the tests described for the GS-2 Typist shown above and, in addition, have one year of "appropriate" experience as described below. Education may be substituted for this year of experience. (See below for information under "Substituting Education.")

Appropriate Experience: Is experience which included as a significant part of the work, typing, stenography or machine transcription, depending on the position you applied for. Stenography experience is considered appropriate for both typing and stenography eligibilities and machine transcription is acceptable for typing eligibility. However, typing experience is not acceptable for meeting the experience requirements for stenography eligibility.

Substituting Education: Education is considered qualifying in meeting the one-year GS-3 Typist or GS-4 Stenographer experience requirement if it was received at a school where high school graduation was required for entrance and in which you successfully completed study that was **not** primarily limited to courses in typing and/or stenography. To be qualifying this study must have included at least 20 classroom hours of instruction per week. One academic year consists of 36 weeks of this study or 30 semester hours, or the equivalent. Your high school education can be used only for the 6 month experience requirement for GS-2 Typist and GS-3 Stenographer eligibility.

General Information

The Written Test: See the "How to Qualify" section for description of the tests. The test takes approximately 3 hours with the stenography portion or 2 hours when the stenography test is not taken. Sample test questions will be furnished you after you apply.

Availability of Typewriters: You will generally have to furnish your own typewriter. The card you receive telling you when and where to report for the test will tell you if typewriters are available. You may use your own even if they are available. If you wish to use an electric typewriter you should contact the Examiner in Charge of the office where the test will be given to find out if there are electrical outlets in the examination room.

Special Provision for Blind Applicants: Applicants for position of dictating machine transcriber who are blind will be required to take the test on verbal abilities and the typing test but not the clerical aptitude portion of the test. At the time of filing application they should indicate that they are blind and request a reader to read the questions and record their answers in the verbal abilities test. They will not be permitted to provide their own readers. Such applicants will be provided with a dictating machine recording in lieu of plain copy for the typing test. They must furnish their own transcribing machines for use in the examination room. On their application or in a letter accompanying it, they must state the model of the transcribing machine they intend to use so that the proper kinds of belts, tapes, or discs may be provided.

Reapplying for the Examination: As long as the examination is open, if you make an ineligible rating, you may retake the test twice without time limit; thereafter, you may not take the test more often than once every 90 days. If you are rated eligible you may not recompute to improve your score.

Term of Eligibility: Your eligibility from this examination is limited to 12 months. At the end of that time you will have to recompetite in the examination if you wish further eligibility. The examination must be open at the time you apply or your application will not be accepted.

Basis of Rating: Your eligible rating will be a combination of the scores you received on the tests. You must pass the verbal and clerical abilities tests and the performance test for the position(s) for which you apply. There is no passing or failing score for the arithmetic test although a low score on this test may eliminate you from consideration for positions requiring arithmetic ability.

Certification in Lieu of the Performance Tests: You may present a certificate attesting to the degree of proficiency you have in typing and/or stenography instead of taking the performance tests. A form is available at most places where application cards may be obtained which can be used by a teacher of typing or stenography in a public or parochial school (or any accredited educational institution) to certify to your abilities. This certificate is good only for use within 6 months after it is issued and expires after that time. This certificate does not relieve you of passing the verbal abilities and clerical tests.

Age Limits: The minimum age limit for these positions is 18, however, the age limit is waived for high school graduates. Applications may be accepted from high school students who expect to graduate within 9 months, but they cannot be considered for appointments until all requirements of eligibility are met.

Offices Accepting Applications and Maintaining Eligibility Lists for the Areas Indicated

ARIZONA: Executive Secretaries, Boards of U. S. Civil Service Examiners or the Commission Office as follows:

Director, Denver Region, U. S. Civil Service Commission, Denver Federal Center, Denver, Colorado 80225: The Phoenix Metropolitan Area and the counties of Maricopa, Gila, Greenlee, Graham and Pinal.

Davis-Monthan Air Force Base, Tucson, Arizona 85707: The Tucson metropolitan area and the county of Pima.

Navajo Army Depot, Flagstaff, Arizona 86003: Counties of Mohave, Yavapai and Coconino including Page and Glen Canyon Dam but excluding the Navajo Indian Reservation.

Bureau of Indian Affairs, Gallup, New Mexico 87301: The Navajo Indian Reservation (including the Hopi Indian Reservation) and the Arizona counties of Navajo and Apache.

Fort Huachuca, Arizona 85613: U. S. Army Electronic Proving Ground and the counties of Cochise and Santa Cruz.

Yuma Test Station, Yuma, Arizona 85364: The county of Yuma, Arizona (Note: Residents of the State of California counties of San Diego, Imperial, Riverside and San Bernardino applying for appointment at Yuma Test Station and other agencies in Yuma County, Arizona, should file with this Board.)

COLORADO: Executive Secretaries, Boards of U. S. Civil Service Examiners as follows:

Director, Denver U. S. Civil Service Region, Building 41, Denver Federal Center, Denver, Colorado 80225: Denver and Boulder metropolitan areas and the counties of Adams, Arapahoe, Boulder, Clear Creek, Denver, Douglas, Gilpin, Grand, Jackson, Jefferson, Larimer, Logan, Morgan, Phillips, Sedgwick, Summit, Washington, Weld and Yuma.

Executive Secretary, Board of U. S. Civil Service Examiners, Ent Air Force Base, Colorado Springs, Colorado 80912: Colorado Springs and Pueblo metropolitan areas and the counties of Alamosa, Baca, Bent, Chaffee, Cheyenne, Conejos, Costilla, Crowley, Custer, Elbert, El Paso, Fremont, Huerfano, Kiowa, Kit Carson, Lake, Las Animas, Lincoln, Otero, Park, Prowers, Pueblo, Rio Grande, Saguache and Teller.

Executive Secretary, Board of U. S. Civil Service Examiners, Veterans Administration Hospital, Grand Junction, Colorado 81502: Grand Junction metropolitan area and the counties of Archuleta, Delta, Dolores, Eagle, Garfield, Gunnison, Hinsdale, La Plata, Mesa, Mineral, Moffat, Montezuma, Montrose, Ouray, Pitkin, Rio Blanco, Routt, San Juan and San Miguel.

NEW MEXICO: Executive Secretaries, Boards of U. S. Civil Service Examiners as follows:

Departments of Army and Air Force, Room 108, U. S. Courthouse Building, Albuquerque, New Mexico 87101: Albuquerque Metropolitan area and the counties of Bernalillo, Socorro and Torrance.

National Park Service, Santa Fe, New Mexico 87501: Santa Fe and vicinity including the counties of Colfax, Los Alamos, Mora, San Miguel, Santa Fe and Taos.

Bureau of Indian Affairs, Gallup, New Mexico 87301: Gallup and vicinity including the counties of Col-

Bureau of Indian Affairs, Gallup, New Mexico 87301: Gallup and vicinity including the counties of McKinley, Rio Arriba, Sandoval, San Juan and Valencia.

White Sands Missile Range, New Mexico 88002: Counties of Dona Ana and Sierra.

Air Force Missile Development Center, Holloman Air Force Base, New Mexico 88330: Counties of Lincoln and Otero.

Cannon Air Force Base, Clovis, New Mexico 88101: Counties of Curry, DeBaca, Guadalupe, Haring, Quay, Roosevelt and Union.

Veterans Administration, Fort Bayard, New Mexico 88036: Counties of Catron, Grant, Hidalgo and Luna.

Walker Air Force Base, Roswell, New Mexico 88202: Counties of Chavez, Eddy and Lea.

UTAH: Executive Secretaries, Boards of U. S. Civil Service Examiners as follows:

Departments of Air Force, Army and Navy, Ogden, Utah: Salt Lake City and Ogden metropolitan areas and anywhere in the State of Utah, except Tooele County.

Tooele Army Depot, Tooele, Utah: County of Tooele.

WYOMING: Executive Secretaries, Boards of U. S. Civil Service Examiners or the Commission Office as follows:

Warren Air Force Base, Wyoming 82003: Cheyenne, Wyoming and immediate vicinity.

National Park Service, Yellowstone Park, Wyoming 83020: Yellowstone National Park and immediate vicinity.

Director, Denver Region, U. S. Civil Service Commission, Building 41, Denver Federal Center, Denver, Colorado 80225: Other areas in Wyoming not covered by the two Boards of Examiners above.

Places of Examination

The examination will be given at the places indicated below. You should indicate on the application Card Form 5000-AB the name of the city in which you desire to be examined. You will be notified of the exact time and place.

ARIZONA:

Casa Grande, Coolidge, Douglas, Flagstaff, Ft. Huachuca, Globe, Kingman, Nogales, Phoenix, Prescott, Safford, Show Low, Tucson, Winslow, Yuma.

COLORADO:

Alamosa, Boulder, Burlington, Canon City, Colorado Springs, Cortez, Craig, Denver, Durango, Ft. Collins, Ft. Morgan, Glenwood Springs, Grand Junction, Greeley, Gunnison, Holyoke, Kremmling, La Junta, Lamar, Leadville, Limon, Meeker, Montrose, Pagosa Springs, Pueblo, Salida, Springfield, Sterling, Steamboat Springs, Trinidad, Walsenburg, Yuma.

NEW MEXICO:

Alamogordo, Albuquerque, Carlsbad, Clayton, Clovis, Deming, Farmington, Gallup, Grants, Hobbs, Las Cruces, Las Vegas, Portales, Raton, Roswell, Santa Fe, Santa Rosa, Silver City, Socorro, Taos, Truth or Consequences, Tucumcari, White Sands Missile Range.

UTAH:

Beaver, Cedar City, Delta, Dugway, Logan, Manti, Moab, Ogden, Panguitch, Price, Provo, Richfield, Salt Lake City, St. George, Tooele, Vernal.

WYOMING:

Afton, Casper, Cheyenne, Cody, Douglas, Evanston, Gillette, Jackson, Kemmerer, Lander, Laramie, New Castle, Rawlins, Rock Springs, Sheridan, Torrington, Wheatland, Worland, Yellowstone Park.

The list of eligibles resulting from this examination will supersede all lists established under announcement 10-1 (1962) and supplements.

Tax Reduction Aim of Drive

1957

WASHINGTON, Aug. 21. — (AP) — The Eisenhower administration is whacking away at the federal payroll and at far-flung government programs in an economy drive aimed at making a tax cut possible next year.

Government agencies are under orders not to fill any job vacancies caused by death, retirement or resignation without specific and prior approval.

They have been told, too, to cut spending by as much as \$1 billion below the \$71.8 billion proposed for this year by President Eisenhower in his budget message to Congress. And the aim is to hold next year's spending at or below this year's level.

A top administration adviser said Wednesday, "We've had these things before. But this time we really mean business. We're going to cut, cut, cut."

Sen. Harry Byrd (D) of Va., long-time economy advocate, Wednesday said he sees signs that the administration is making an earnest effort to cut federal spending. He added: "If this trend continues, I believe we can look forward to a reduced budget next year."

The administration adviser said a determined effort is being made to whittle down the federal payroll, which has climbed by 319,000 in the last eight months to a total of 2,285,211. The civilian monthly payroll is now running at close to \$1 billion.

**Military pay hike
planned. Story page 5.**

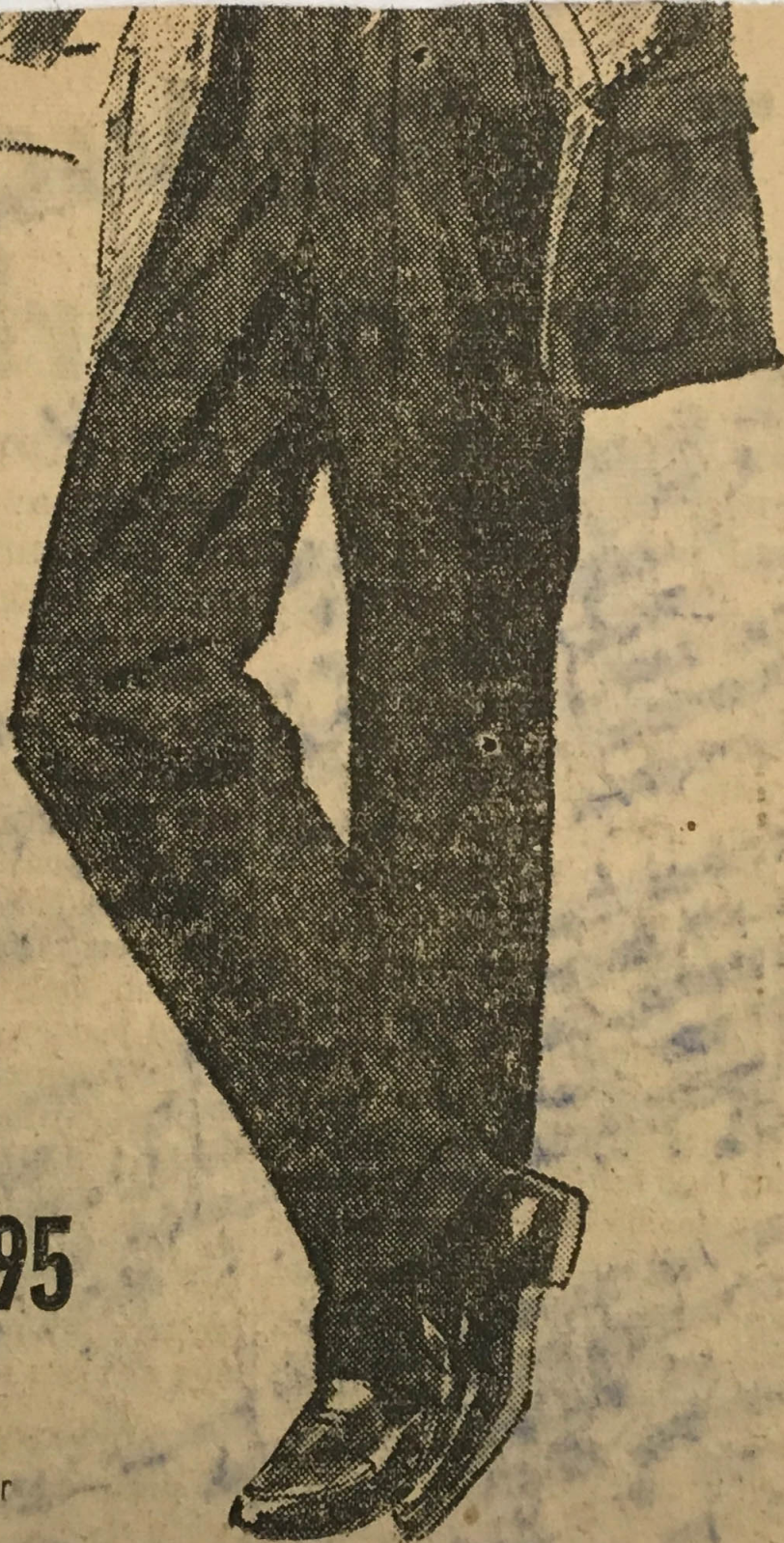
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\$14.95

Hop—Second Floor



U.S. Civil Service Chief Here Named

10-30-64

William H. Rima Jr., 48, a career U.S. Civil Service Commission official, has been appointed to serve as regional director for the commission in Denver, the Associated Press reported from Washington, D.C.

He succeeds Walter E. Elder, who died of a heart attack.

Rima has been personnel director at the commission's headquarters in Washington since mid-1962. He is a former director of the Atlanta region.

The new Denver regional director is expected to report here around Dec. 1. His salary will be \$20,245 a year.

8 Officers Elected

Tim Weed of Golden has been elected president of the Student Council of the University of Colorado Denver Center. Other officers: Miss Melanie Zoss of Aurora, vice president; Miss Helen Hill of 5315 W. 10th ave., secretary, and Bruce Cox of 3250 W. Center ave., treasurer.

STANTON

Sure-Grip

WITH EXTRA-MILEAGE TUF SYN

\$ 12.38

6.50 x 13 tubeless

U. S. Civil Service Director Elder Dies

Walter E. Elder, 53, regional director of the U.S. Civil Service Commission since 1958, was found dead — apparently of a heart attack—in his office at the Denver Federal Center Wednesday morning.

Elder, of 635 Dudley St., Lakewood, was discovered slumped over in his chair at 9:05 a.m. by his secretary, Miss Shirley Cook.

Elder was born Aug. 12, 1911, in Tulsa, Okla., and was graduated from the University of Kansas at Lawrence in 1934. He was a Phi Beta Kappa scholar there.

He was awarded a law degree by George Washington Law School in Washington; D. C., four years later.

Elder worked for the Federal Communications Commission from 1937 to 1939. He joined the Civil Service Commission in April, 1939, as a junior field examiner in Washington.

He was first president of the Denver Federal Executive Board; on the executive board of the Denver Area Council, Boy Scouts of America; a past president of the defunct Federal Business Association, and a member of the Society of Personnel Administration and the American Federation of Government Employees.

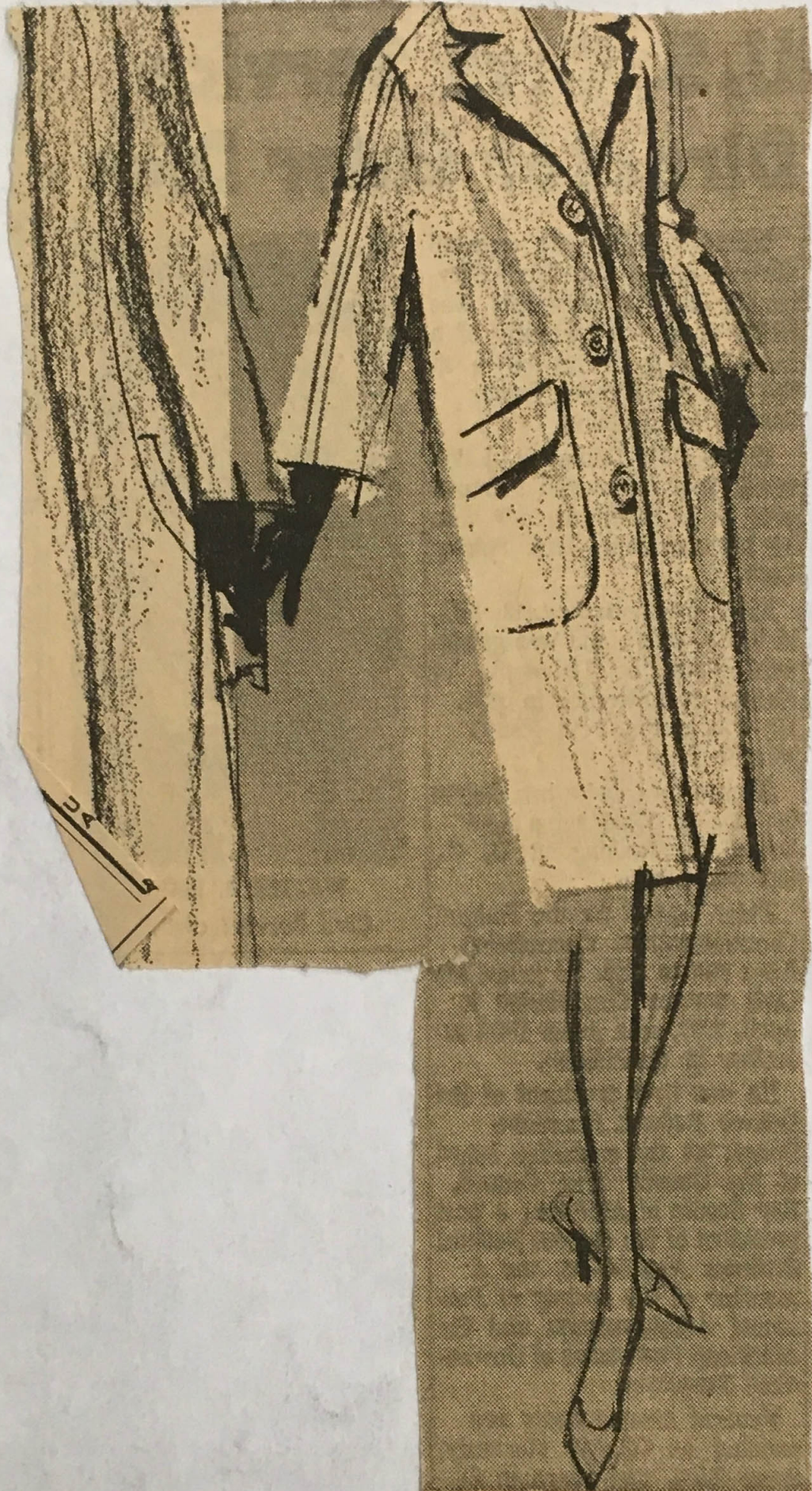
Funeral arrangements are pending at Olinger Mortuary, Speer Blvd. and Sherman St.

Harold E. Blinn, deputy regional director, will assume Elder's duties pending appointment of a successor.

He is survived by his widow, Maybelle; two daughters, Mrs. James Sylla, El Paso, Tex., and Marcia, and a son, Nicholas, with the U.S. Coast Guard in the Pacific. 10-14-64



WALTER E. ELDER
Civil Service director.



s nothing like a Neu

WASHINGTON TALK- The Democratic National Committee is taking political soundings to see if Democratic Congressional candidates in some of the southern and border states are being adversely affected by the situation in Mississippi. The Democrats fear that Kennedy supporters in these states who face Republican opponents may have been hurt by the situation.

CONGRESS APPROVES PAY RAISE- Congress has approved and sent to the White House the bill raising the salaries of government classified and postal employees. President Kennedy's approval of the bill is considered certain.

The two phase pay raise is the same as shown in our pay tables for government classified and postal workers published in the past two issues.

The first part of the pay raise will become effective on the first pay day after President Kennedy signs the bill into law, which should be within the next four or five days. The second phase of the raise will become effective January 1, 1964.

The total two part pay raise for federal employees ranges from 5 percent for those in the lowest grades to 21 percent for those in the top step of grade 15. The total overall average for classified employees is 9.6 percent. Employees in top grade 18 receive a 9 percent raise, bringing the classification act pay ceiling up to \$20,000.

Postal workers get a total two part pay raise averaging around 11 percent. Postal clerks and letter carriers pay raises total about 10.7 percent. Rural letter carriers get about the same amount. Fourth class postmasters get a total 15 percent raise.

The waiting period for federal classified employees automatic in-step raises is changed. Employees will have to serve one year in each of the first three in-steps, two years in the next three steps and three years in the final three steps, before getting their in-grade salary promotions.

Employees will get credit for the time they have already served in their present in-step. If they have served enough time in their present in-step to qualify them for advancement to the next in-step, this will be done automatically when the bill becomes law. The same principle applies to postal workers in receiving credit for time spent in their present in-steps, etc.

The bill also guarantees federal classified employees on promotion to a higher grade a cash increase equivalent to the amount of at least two in-steps of their old grade.

Also, considerable more latitude has been given the Civil Service Commission to adjust salaries for hard to fill jobs. In addition merit in-step advancements are authorized.

The bill also sets up an annual review of government and postal salaries to be conducted under the supervision of the President. The President each year will submit the results of this study to the Congress as well as any recommendations he might have for adjusting salaries.

The bill also liberalizes various features of the Civil Service retirement system.

Retired government workers would get a 5 percent raise in annuities starting next January 1. (The effective date of the retirement provisions depends on whether Congress before adjournment approves funds to cover the \$49 million cost of the retirement liberalization provisions. Otherwise, the actual implementation of the retirement features will have to be put off until next year to await Congressional action on the appropriations. This does not apply to the pay raise portion of the bill, which goes into effect on enactment and does not need any specific appropriation by Congress to become effective.)

Also, retirement annuities will be automatically adjusted in the future whenever living costs rise by 3 percent or more. This will assure retirees as well as present employees upon retirement that their annuities in the future will keep pace with rising living costs.

July 17, 1963

Denver Mint Personnel Letter 63-6

STEP INCREASES

The Federal Salary Reform Act of 1962 made two important changes regarding step increases for classified employees:

1. The waiting period for step increases has been changed to the following: 52 weeks for advancement to steps 2, 3 and 4 of a grade; 104 weeks for advancement to steps 5, 6 and 7 of a grade; and 156 weeks for advancement to steps 8, 9 and 10 of a grade.
2. A positive finding that the employee's work is of an acceptable level of competence, based on overall performance throughout the required waiting period.

Supervisors will be reminded by the Personnel Office of their responsibility to review an employee's performance at least 90 days before the due date of a step increase for the employee. The supervisor will be notified and asked to review the employee's performance and to advise the employee in writing, as warranted, at least 60 days in advance of the due date if there is a possibility that a step increase is to be denied.

If an employee's work at the due date of the step increase is not of an acceptable level of competence the employee will be notified in writing that he is not being granted a step increase. This notice must state the reasons for not granting the step increase, inform the employee of his right to request administrative reconsideration of that decision, to whom he should direct the request, and the deadline by which it should be made. This notice should be sent to the employee as close to the date upon which he becomes eligible for the step increase as is administratively feasible. A copy of this notice will be retained in the employee's personnel folder.

Wm. A. Manning
Personnel Officer

Distribution:

One copy to each classified employee

BASIC RATE AND WITHIN-GRADE STEPS

	1	2	3	4	5	6	7	8	9	10
Grade										
1.....	\$3385	\$3500	\$3615	\$3730	\$3845	\$3960	\$4075	\$4190	\$4305	\$4420
	3305	3410	3515	3620	3725	3830	3935	4040	4145	4250
	80	90	100	110	120	130	140	150	160	170
2.....	3680	3805	3930	4055	4180	4305	4430	4555	4680	4805
	3620	3725	3830	3935	4040	4145	4250	4355	4460	4565
	60	80	100	120	140	160	180	200	220	240
3.....	4005	4140	4275	4410	4545	4680	4815	4950	5085	5220
	3880	3985	4090	4195	4300	4405	4525	4650	4775	4900
	125	155	185	215	245	275	290	300	310	320
4.....	4480	4630	4780	4930	5080	5230	5380	5530	5680	5830
	4215	4355	4495	4635	4775	4915	5055	5195	5335	5475
	265	275	285	295	305	315	325	335	345	355
5.....	5000	5165	5330	5495	5660	5825	5990	6155	6320	6485
	4690	4850	5010	5170	5330	5490	5650	5810	5970	6130
	310	315	320	325	330	335	340	345	350	355
6.....	5505	5690	5875	6060	6245	6430	6615	6800	6985	7170
	5235	5410	5585	5760	5935	6110	6285	6460	6635	6810
	270	280	290	300	310	320	330	340	350	360
7.....	6050	6250	6450	6650	6850	7050	7250	7450	7650	7850
	5795	5990	6185	6380	6575	6770	6965	7160	7355	7550
	255	260	265	270	275	280	285	290	295	300
8.....	6630	6850	7070	7290	7510	7730	7950	8170	8390	8610
	6390	6600	6810	7020	7230	7440	7650	7860	8070	8280
	240	250	260	270	280	290	300	310	320	330
9.....	7220	7465	7710	7955	8200	8445	8690	8935	9180	9425
	7030	7260	7490	7720	7950	8180	8410	8640	8870	9100
	190	205	220	235	250	265	280	295	310	325
10.....	7900	8170	8440	8710	8980	9250	9520	9790	10,060	10,330
	7690	7945	8200	8455	8710	8965	9220	9475	9730	9985
	210	225	240	255	270	285	300	315	330	345
11.....	8650	8945	9240	9535	9830	10,125	10,420	10,715	11,010	11,305
	8410	8690	8970	9250	9530	9810	10,090	10,370	10,650	
	240	255	270	285	300	315	330	345	360	
12.....	10,250	10,605	10,960	11,315	11,670	12,025	12,380	12,735	13,090	13,445
	9980	10,310	10,640	10,970	11,300	11,630	11,960	12,290	12,620	
	270	295	320	345	370	395	420	445	470	
13.....	12,075	12,495	12,915	13,335	13,755	14,175	14,595	15,015	15,435	15,855
	11,725	12,110	12,495	12,880	13,265	13,650	14,035	14,420	14,805	
	350	385	420	455	490	525	560	595	630	
14.....	14,170	14,660	15,150	15,640	16,130	16,620	17,110	17,600	18,090	18,580
	13,615	14,065	14,515	14,965	15,415	15,865	16,315	16,765	17,215	
	555	595	635	675	715	755	795	835	875	
15.....	16,460	17,030	17,600	18,170	18,740	19,310	19,880	20,450	21,020	21,590
	15,665	16,180	16,695	17,210	17,725	18,240	18,755	19,270		
	795	850	905	960	1015	1070	1125	1180		
16.....	18,935	19,590	20,245	20,900	21,555	22,210	22,865	23,520	24,175	
	18,090	18,500	18,900	19,300	19,700	20,100	20,500	20,900		
	2935	3090	3245	3400	3555					
17.....	21,445	22,195	22,945	23,695	24,445					
	18,000	18,500	19,000	19,500	20,000					
	3445	3695	3945	4195	4445					
18.....	24,500									
	20,000									
	4500									

NEW PAY RATES—This table shows the new pay rates for classified employees—effective retroactive to the first pay period in July—under the pay bill which was slated to be signed into law by President Johnson this week. The top line for each grade shows the new annual pay rate, the second line the old rate, and the third line the amount of the raise.

Guide (General), GS-090-3
Numismatic Service
U. S. Mint, Denver, Colorado

INTRODUCTION

This position is located in the Numismatic Service of the Denver Mint where numismatic merchandise (special coin items, medals, artifacts, etc.) is exhibited and sold.

DUTIES

The incumbent of this position provides guide services to visitors in the Numismatic Sales Room of the Denver Mint, explaining the numismatic items and displays, as well as explaining the operations and history of the Mint, usually through the media of verbal talk. Answers public inquiries on the subject of numismatic merchandise and questions concerning the operations and history of the Mint. Explains safety and security measures necessary for the protection of visitors and Mint property, and sees that these measures are adhered to, reporting any violation to his supervisor.

As required, the incumbent may assist in sales of numismatic items to the public and occasionally operates a multiple cash register in recording sales, primarily to relieve the regular operators.

Performs other duties as assigned.

The incumbent works under the general supervision of the Supervisory Information Receptionist who reviews the incumbent's work for accuracy and compliance with established procedures.

Incumbent must apply good public relations ethics and display a high degree of tact, courtesy, poise, alertness, accuracy and good judgment in carrying out all personal and telephone contacts.

INTRODUCTION:

The Numismatic Service of the Denver Mint coordinates a comprehensive program of numismatic sales, service, and information. Numismatic items include Mint souvenir sets and uncirculated coins with the new bicentennial quarter dollar, half dollar, and dollar; medals; and historic and educational data. Similar programs are conducted at the United States Mint, Philadelphia, Pennsylvania; the Old Mint Museum, San Francisco, California; and the Office of the Director of the Mint, Washington, D.C.

PRINCIPAL DUTIES:

Incumbent is under the supervision of the Supervisory Information Receptionist. Assignments are given on a task basis and the incumbent's work is subject to review for accuracy, completeness, adequacy, and compliance with instructions. Incumbent performs the following duties:

1. Conducts sales of numismatic items and operates multiple cash register.
2. Makes change and handles cash transfers of funds received from the public sale of numismatic items. Prepares daily sales report concerning numismatic items and reconciles cash receipts with register tapes, and assists in the maintenance of inventory controls.
3. Helps train summer sales clerks and keeps them informed on general procedures and guidelines.
4. Assists the Supervisory Information Receptionist in designing and setting up displays of numismatic items.

5. *Answers telephone inquiries regarding numismatic items for sale.*
~~5. In the absence of the Supply Clerk, incumbent may assume the essential duties of that position.~~

OTHER SIGNIFICANT FACTORS:

Must have a good general knowledge of established Mint procedures and guidelines. The Denver Mint is directly opposite the City and County Building of Denver and is close to the Colorado State Capitol Building. The Denver Mint is the largest tourist attraction in the State of Colorado, frequently having in excess of 4,000 visitors daily during the peak summer months. The Denver Mint attracts visitors from every part of the United States and foreign countries.

POSITION DESCRIPTION

1. Check one:

Dept'l ☐ Field ☒

2. Official headquarters:

Denver, Colorado

4. Agency position No.

~~11-59~~ 2N11840

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

Pos. # D-52

Guide (General) GS-090-03

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

8. CLASSIFICATION ACTION

(b) Other (specify)

Current Description

ALLOCATION BY

CLASS TITLE OF POSITION

CLASS

Service

Series

Grade

INITIALS

DATE

a. Civil Service Commission

b. Department, agency, or establishment

c. Bureau

d. Field office

e. Recommended by initiating office

Guide (General)

GS

090

03

Pat

4-26-72

9. Organizational title of position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

Vacant

11. Department, agency, or establishment

Treasury Department

a. First subdivision

Bureau of the Mint

b. Second subdivision

U. S. Mint, Denver, Colorado

This is a complete and accurate description of the duties and responsibilities of any position

c. Third subdivision

Superintendent's Office

d. Fourth subdivision

Numismatic Service

e. Fifth subdivision

13. This is a complete and accurate description of the duties and responsibilities of this position

William C. O'Connell

(Signature of immediate supervisor)

4/26/72

(Date)

(Signature of employee)

(Date)

Title: Supervisory Information Receptionist

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment

Frederick H. High

(Signature)

4/26/72

(Date)

(Signature)

(Date)

Title: Superintendent

16. Description of duties and responsibilities

THIS POSITION IS NON-EXEMPT
FROM THE FAIR LABOR STANDARDS
ACT

(See attached Sheets)

NOTICE TO EMPLOYEE

You have the right to appeal the classification of your position at any time, either to the Director of Personnel or to the U. S. Civil Service Commission. Your Personnel Office can tell you how to appeal.

Guide (General), GS-090-3
Numismatic Service
U. S. Mint, Denver, Colorado

INTRODUCTION

This position is located in the Numismatic Service of the Denver Mint where numismatic merchandise (special coin items, medals, artifacts, etc.) is exhibited and sold.

DUTIES

The incumbent of this position provides guide services to visitors in the Numismatic Sales Room of the Denver Mint, explaining the numismatic items and displays, as well as explaining the operations and history of the Mint, usually through the media of verbal talk. Answers public inquiries on the subject of numismatic merchandise and questions concerning the operations and history of the Mint. Explains safety and security measures necessary for the protection of visitors and Mint property, and sees that these measures are adhered to, reporting any violation to his supervisor.

As required, the incumbent may assist in sales of numismatic items to the public and occasionally operates a multiple cash register in recording sales, primarily to relieve the regular operators.

Performs other duties as assigned.

The incumbent works under the general supervision of the Supervisory Information Receptionist who reviews the incumbent's work for accuracy and compliance with established procedures.

Incumbent must apply good public relations ethics and display a high degree of tact, courtesy, poise, alertness, accuracy and good judgment in carrying out all personal and telephone contacts.

July 1959

U. S. CIVIL SERVICE COMMISSION
Under P2, Federal Personnel Manual

POSITION DESCRIPTION

1. Check one:

Dept'l ☐ Field ☒

2. Official headquarters:

Denver, Colorado

4. Agency position No.

~~D-69~~ 2N11840

5. C. S. C. certification No.

6. Date of certification

7. Date received from C. S. C.

3. Reason for submission:

(a) If this position replaces another (i. e., a change of duties in an existing position), identify such position by title, allocation (service, series, grade), and position number

Pos. # D-52

Guide (General) GS-090-03

(b) Other (specify)

Current Description

8. CLASSIFICATION ACTION

ALLOCATION BY	CLASS TITLE OF POSITION	CLASS			INITIALS	DATE
		Service	Series	Grade		
a. Civil Service Commission						
b. Department, agency, or establishment						
c. Bureau						
d. Field office	Guide (General)	GS	090	03	RA	4-26-72
e. Recommended by initiating office						

9. Organizational title of position (if any)

10. Name of employee (If vacancy, specify V-1, 2, 3, or 4)

Vacant

11. Department, agency, or establishment

Treasury Department

a. First subdivision

Bureau of the Mint

b. Second subdivision

U. S. Mint, Denver, Colorado

This is a complete and accurate description of the duties and responsibilities of this position

c. Third subdivision

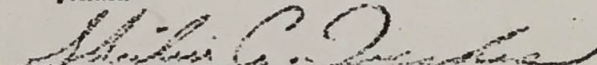
Superintendent's Office

d. Fourth subdivision

Numismatic Service

e. Fifth subdivision

13. This is a complete and accurate description of the duties and responsibilities of this position


 (Signature of immediate supervisor)
4/26/72
(Date)

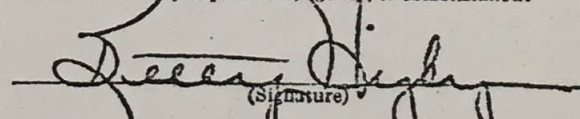
(Signature of employee)

(Date)

Title: Supervisory Information Receptionist

14. Certification by head of bureau, division, field office, or designated representative

15. Certification by department, agency, or establishment


 (Signature)
4/26/72
(Date)

Title:

Title: Superintendent

16. Description of duties and responsibilities

THIS POSITION IS NON-EXEMPT
FROM THE FAIR LABOR STANDARDS
ACT

(See attached Sheets)

NOTICE TO EMPLOYEE

You have the right to appeal the classification of your position at any time, either to the Director of Personnel or to the U. S. Civil Service Commission. Your Personnel Office can tell you how to appeal.

Amendment to Position Description

Organization -

Department of the Treasury
Bureau of the Mint
United States Mint, Denver, Colorado
Superintendent's Office
Numismatic Service

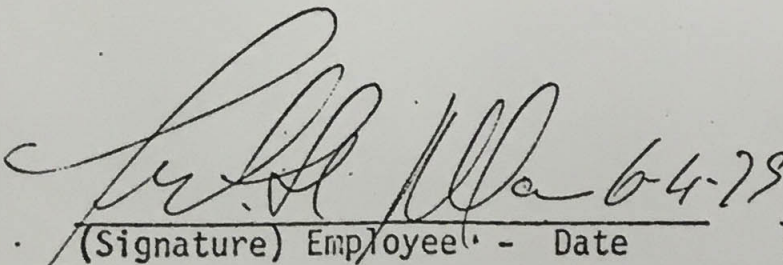
Position -

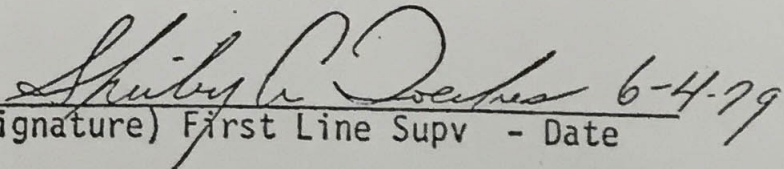
Supply Clerk - GS-2005-03, 2N10070

Delete:

Add:

Assists the public in the operation of the coin press by stamping blanks for the purpose of producing a medal and answers questions concerning its operation.

 6-4-79
(Signature) Employee - Date

 6-4-79
(Signature) First Line Supv - Date

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2N10080

2. Reason for Submission

☒ Redescription
☐ Reestablishment
Explanation (Show any positions replaced)

3. Service

☐ New ☐ Dept'l ☐ Field
☐ Other

4. Employing Office Location

Denver, Colorado

5. Duty Station

6. CSC Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Stmt Required

☐ Yes ☐ No

9. Subject to IA Action

☒ Yes ☐ No

10. Position Status

☒ Competitive
☐ Excepted (Specify)

11. Position is

☐ Supervisory
☐ Managerial
☒ Neither

12. Sensitivity

☐ Critical
☐ Noncritical
☒ Nonsensitive

13. Competitive Level Code

14. Agency Use

This P.D. replace P.D.
#D-130, dated 1/30/76

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau	Sales Store Clerk	GS	2091	03		3/9/79
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Sales Store Checker	GS	2091	03		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

18. Department, Agency, or Establishment

Department of the Treasury

c. Third Subdivision

Superintendent's office

a. First Subdivision

Bureau of the Mint

d. Fourth Subdivision

Numismatic Service

b. Second Subdivision

Denver Mint

e. Fifth Subdivision

Employee Review. This is an accurate description of the major duties and responsibilities of my position.

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

a. Typed Name and Title of Immediate Supervisor

Supervisory
Shirley A. Toeckes- Information Recep.

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

Signature

Date

Signature

Date

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

Typed Name and Title of Official Taking Action

Assistant Director
James J. Mulcahy- for Personnel

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

Signature

Date

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor										
c. Classifier										

24. Remarks

25. Description of Major Duties and Responsibilities (see attached)

POSITION DESCRIPTION (Please Read Instructions on the Back)

1. Agency Position No.

2N11750

Reason for Submission

☐ Redescription
☐ Reestablishment
☐ Explanation (Show any positions replaced)

3. Service

☐ New

☐ Dept'l

☐ Field

4. Employing Office Location

Denver Mint

5. Duty Station

Same

6. CSC Certification No.

7. Fair Labor Standards Act

☐ Exempt ☒ Nonexempt

8. Employment/Financial Stmt Required

☐ Yes ☐ No

9. Subject to IA Action

☐ Yes ☒ No

10. Position Status

☒ Competitive

☐ Excepted (Specify)

11. Position is

☐ Supervisory

☐ Managerial

☒ Neither

12. Sensitivity

☐ Critical

☐ Noncritical

☒ Nonsensitive

13. Competitive Level Code

001

14. Agency Use

This P.D., replaces P.D. #D-137, dated 1/30/76. #2N10070

15. Classified/Graded by	Official Title of Position	Pay Plan	Occupational Code	Grade	Initials	Date
a. Civil Service Commission						
b. Department, Agency, or Establishment						
c. Bureau	Supply Clerk	GS	2005	03		3/9/79
d. Field Office						
e. Recommended by Supervisor or Initiating Office	Supply Clerk (Typing)	GS	2005	04		

16. Organizational Title of Position (if different from official title)

17. Name of Employee (if vacancy, specify)

Mason, Fritz

18. Department, Agency, or Establishment

Department of the Treasury

a. First Subdivision

Bureau of the Mint

b. Second Subdivision

Denver Mint

c. Third Subdivision

Superintendent's Office

d. Fourth Subdivision Exhibits + Public Sales

Numismatic Services Staff

Div.

e. Fifth Subdivision

19. Employee Review. This is an accurate description of the major duties and responsibilities of my position

Signature of Employee (optional)

20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge

that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations

a. Typed Name and Title of Immediate Supervisor

Shirley A. Toeckes

Numismatic Services Supervisor

Signature

Date

1-4-79

b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)

21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U. S. Code, in conformance with standards published by the Civil Service Commission or, if no published standards apply directly, consistently with the most applicable published standards.

22. Standards Used in Classifying/Grading Position

GS-2005

Typed Name and Title of Official Taking Action

James J. Mulcahy

Assistant Director for Personnel

Signature

Date

3/9/79

Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the Civil Service Commission. Information on classification/job grading appeals, and complaints on exemption from FLSA, is available from the personnel office or the Commission.

23. Position Review	Initials	Date	Initials	Date	Initials	Date	Initials	Date	Initials	Date
a. Employee (optional)										
b. Supervisor	LS	12/1/81								
c. Classifier	JP	12/1/81								

24. Remarks

Copy to Union 10-16-81

25. Description of Major Duties and Responsibilities (see attached)

5008-105

Optional Form 8 (Revised 8-77)

U.S. Civil Service Commission, FPM Chap. 295

I. INTRODUCTION:

This position is located in the Numismatic Service Staff of the Office of the Superintendent, Denver Mint. The purpose of this position is to perform supply related functions for Numismatic Services.

II. MAJOR DUTIES:

-- Maintains inventory records on a current basis for all numismatic items in stock, reflecting all merchandise received, issued, and balances on hand. Must maintain list of numismatic items approaching low limit levels and notifies supervisor so that initial action for requisitions can be made.

Receives a variety of numismatic items, including uncirculated coins, medals, historic and educational data and related matter, and checks quantity against purchase orders or other lists as to back orders, overages and shortages. This also entails verifying specifications on items received, as to weights, measurements, classification and value. Knowledge of the variety of numismatic and related items is necessary and some items must be inspected and assembled prior to issue.

Stores merchandise in designated storage areas, and issues to authorized employees numismatic items, maintaining strict accounts inventory controls. Delivers numismatic items and related materials to the Numismatic Service and assists in stocking the sales counter.

Is responsible for shipping a variety of numismatic and related items to the United States Mint, Philadelphia, Pennsylvania, the Old Mint Museum, San Francisco, California, the Bureau of the Mint, Washington, D.C., and other organizations. Maintaining accurate inventory controls and records, the incumbent counts, inspects, packs, packages, registers, transports, and mails these items.

Performs relief duties in sales area, selling numismatic items and giving information as required.

-- Performs other related duties as assigned.

III. SUPERVISION AND GUIDANCE RECEIVED:

This position functions under the general supervision of the Supervisory Information Receptionist. Supervisor provides oral and written instructions in general terms. Employee performs most duties independently. Supervisor is available to solve unusual or difficult problems. Guidelines utilized are Treasury, Bureau, and Denver Mint Directive and oral and written instructions. Work is spot checked for adherence to established policy and procedures and upon completion for accuracy of transactions.



OFFICE OF
ADMINISTRATION

HUMAN RESOURCES
DIVISION

DEPARTMENT OF THE TREASURY

UNITED STATES MINT
320 WEST COLFAX AVENUE
DENVER, COLO. 80204-2693
(303) 844-4952 FAX (303) 844-3266

RECRUITMENT NOTICE

DM-93-21

OPENING DATE: 07-20-93

CLOSING DATE: 08-02-93

Recruiting for these positions is based upon projected needs for special coin programs and production goals. The anticipated hire dates for these positions will begin after 11/01/93 and continue on a staggered basis through January, 1994, until production goals are met.

POSITION TITLE, SERIES, GRADE: *Permanent on-call Laborer, WG-3502-03*
(Up to 60 Positions May be Filled.)

SALARY: \$9.27 per hour

LOCATION: *U.S. Mint, Coining Division, Special Coins & Medals Branch, Denver, Colorado*

WHO MAY APPLY: All citizens of the United States. *No previous Federal Experience is required.*

WORKING CONDITIONS: These positions are filled by on-call appointments to recurring periods of work on an as needed basis during periods of heavy workload with an expected cumulative service period of at least six months in pay status each year. On-call employees work a regularly scheduled tour of duty in accordance with pre-established conditions of employment. On-call employees may move into the agency's year-round work force as vacancies occur. Work is performed indoors in areas with adequate light and ventilation. Constant noise exists. Wearing safety equipment may be required. May be subject to shift work as required. Work requires periodically handling weights up to 50 pounds.

DESCRIPTION OF DUTIES: Incumbent performs a variety of manual tasks such as inspection of numismatic items; sets up and operates automatic, semi-automatic, and manually operated equipment used in the sealing, packaging, and cleaning of commemorative coins and blanks. Equipment includes, but is not limited to, heat sealing or ultrasonic sealing machines, inserting machines, and similar equipment. Lubricate, clean, and adjust machines. Observe operation of machines to assure they are functioning properly in the Special Coins and Medals Branch, Coining Division.

BASIC REQUIREMENTS: Applicants must meet the minimum qualification requirements for the position as listed in the OPM Handbook X-118C by showing they possess the knowledges, skills and abilities (KSA's) of a Laborer through work experience or on-the-job training that is appropriate for this position. Applicants will be evaluated on the following:

1. *Reliability and dependability. (SCREEN OUT)*
2. *Ability to follow directions in a shop.*

3. Ability to work as a member of a team.

4. Dexterity and safety.

Applicants should address in writing how their background has equipped them with the basic requirements identified above by completing the attached Supplemental Questionnaire.

BASIS OF RATING: Applicants will be rated on the nature and quality of their experience and/or training in the duties as described above. Applicants must include on their SF-171 or on their Supplemental Qualifications Statement, specific examples of their ability to perform the work above. Applicants must specifically address how and where their knowledge and experience was gained. Only experience and/or training acquired by the filing deadline and included on their application forms will be considered.

LENGTH OF ELIGIBILITY: Applications accepted under this notice will be considered only for the vacancy described above. Applications of non-selected candidates will be retained for 90 days after the last selections are made and then destroyed.

HOW TO APPLY: TO BE CONSIDERED FOR THIS POSITION - APPLICANTS MUST SUBMIT ALL OF THE FOLLOWING FORMS - FAILURE TO PROVIDE THE REQUIRED DOCUMENTS MAY AFFECT YOUR RATING.

1. All applicants must submit:

A. A current, complete Standard Form 171. Please include recruitment notice number on page 1, item 1. Current form is dated 6/88.

B. Supplemental Questionnaire for Laborer (to be completed by the applicant describing experience-paid or unpaid-education, training, awards, and/or self-development activities as related to the KSA's enumerated above). You may receive credit for unpaid and volunteer service.

C. Pre-Appointment Certification Statement for Selective Service Registration (for male applicants only, born after 12-21-59). **VETERANS:** If claiming 5-point preference you must submit a copy of form DD-214. If claiming 10-point preference, applicants must submit a copy of form DD-214 and SF-15 and required supporting documentation i.e., a letter from the Veterans Administration, dated within the last year for claiming disability preference.

For further information please contact: Human Resources at (303) 844-4952.

SUBMIT APPLICATIONS TO: UNITED STATES MINT
HUMAN RESOURCES DIVISION
320 WEST COLFAX AVENUE
DENVER, CO 80204-2693

FILING DEADLINE: Applications must be postmarked no later than 08-02-93. Hand carried applications will not be accepted. If you request forms later in the open period, you will be authorized a short period of extra time to file a "LATE" application. However, completed applications received or postmarked by the closing date will receive FIRST consideration. Authorized "LATE" applications will only be considered on an as-needed basis in the order of the date received. It is, therefore, to your advantage to file a complete application as early as possible. Applications received by 07-26-93 will be given first consideration.

EQUAL EMPLOYMENT OPPORTUNITY: All qualified applicants will receive consideration without regard to race, age, religion, color, national origin, sex, physical handicap, political affiliation, or any other non-merit factors.

SUPPLEMENTAL QUESTIONNAIRE FOR LABORER, WG-3502-03

VACANCY ANNOUNCEMENT # DM-93-21

This form is to be submitted with your application for the above position. Please answer as completely as possible. Failure to complete and submit this form, could affect your rating.

Reliability and Dependability as a Laborer:

<p>Reliability - Check each item that applies to you</p>	<p>Give job or block numbers from SF-171</p>	<p>Give details for each item you checked. Also answer question on absences at bottom of page.</p>
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<p>Have been selected for special job OR have received commendations for good work on job, in school, in Armed Forces, in Job Corps, etc.</p>		
<p>In last 5 years, have held a job for less than a year and left it OR failed to finish a training course or schooling. (Give reasons.)</p>		
<p>In last five years have been fired from a job OR have had disciplinary action taken against me. (Explain.)</p>		
<p>Worked harder than the average employee OR get better than average grades in school, training, etc. (Give details.)</p>		

Check number of days you were absent during last year you worked for sickness, etc. Give reasons for absence. If you don't have a year work experience, give days absent in last school year.

_____ 0 days; _____ 1-6 days; _____ 7 to 12 days; _____
 _____ 13 to 20 days; _____ more than 20 days

2. Ability to Follow Directions in a Shop:

Tell about the kinds of instructions or directions which you had to follow in shop work, on jobs, or in military service. Show the relation of the instructions to getting tools and materials, measuring stock with a scale, operating machines, and maintenance

such as oiling and greasing, and ability to perform detailed inspection.

3. Ability to Work as a Member of a Team:

Check the tasks you have done that indicate your ability to work as a member of a team. Support your checkmarks by giving examples of the work you did. Note the job number or other information to show where you did this work (on which job, in military service, in sports, etc).

_____ Working with other workers in the same line of work to get a job done. Give examples:

_____ Working with employees in other trades to get a job done. Give examples:

_____ Serving as a project leader. Give examples:

_____ Supervising a group of employees. Give examples:

_____ Cooperating with others when hazards exist and an error may cause injury. Give examples:

4. Dexterity and safety: Tell about work you did that required speed and accuracy of hands.

Tell about any work you did where you had to observe safety rules to avoid injuring yourself or co-workers (e.g., lifting, climbing, handling materials or equipment, setting scaffolds, rigging, etc.).

List any accidents within the past 5 years. Give dates; state whether at fault, and severity. List any safety awards received.

PRE-APPOINTMENT CERTIFICATION STATEMENT FOR
SELECTIVE SERVICE REGISTRATION

Important Notice

If you are a male born after December 31, 1959, and you want to be employed by the Federal Government, you must (subject to certain exemptions) be registered with the Selective Service System.

Privacy Act Statement

We need information on your registration with the Selective Service System to see whether you are affected by the laws we must follow in deciding who may be employed by the Federal Government.

Criminal Penalty Statement

A false statement by you may be grounds for not hiring you, or for firing you after you begin work. Also, you may be punished by fine or imprisonment (U.S. Code, Title 18, Section 1001.)

Review

If your employing agency has informed you that you cannot be appointed to a position in an executive agency because of your failure to register, and you wish to establish that your non-compliance with the law was neither knowing nor willful, you may write to:

Office of Personnel Management
NACI Center
IOD-SAB
Boyers, Pennsylvania 16018

Or to verify that you are registered with the Selective Service you may call: (412) 794-3141.

CERTIFICATION OF REGISTRATION STATUS

{ } I certify that I am registered with the Selective Service System.

{ } I certify that I am not required to be registered with the Selective Service System.

Legal signature (please use ink)

Date signed (please use ink)

Personal ; job descriptions, pay scales, misc. 1944 - 1993

NO DUE FIVE
MAY 1992
MAY 1992
MAY 1992
MAY 1992

